

Request for Unexpended Plant Fund Establishment

(For Land, Capitalizable Equipment, New Buildings >\$50,000 and Renovations >\$100,000)

Requested Fund Name _____
(30 characters or less)

Responsible Department _____

Default Org Code/Org Name _____

Contact _____

Phone # _____

Mail Stop _____

Responsible VP _____

Describe in detail the purpose of this fund: _____

Sources of expected revenue and the anticipated date(s) of receipt: _____

Total Annual Budget for Current Fiscal Year: _____

Total Estimated Cost: _____

Estimated Date of Completion: _____ (Month & Year)

Approval:

Department Head _____ Date: _____

Dean _____ Date: _____

Vice President _____ Date: _____

Comptroller's Office Use Only

Entered on Fund Table _____ Entered on VP Table _____