



Capital Project Request (CPR)

Campus Operations

Directions

- All UAMS requests for project estimates and capital projects anticipated to cost over \$15,000 must be initiated using the Capital Project Request form.
- The requestor's Provost / Vice Chancellor / Dean / Divisional Business Administrator must e-mail the completed form to the UAMS Budget Office (BudgetOffice@uams.edu) to indicate divisional approval to proceed with estimate process.
 - *Note: Forms sent by anyone other than the above mentioned will be returned to the requester.
- Once the completed form is received in the Budget Office from the appropriate divisional leader, the request will be forwarded to Campus Operations.
- Campus Operations will assign a project number, copy the C-Suite member and e-mail the requester to discuss the project.
- Please contact the Project Administrator at SPColclosure@uams.edu with any questions.

Requestor Contact Information

Requestor's Name:

Requestor's E-Mail:

Requestor's Division:

Project Site / Location Details

Building:

Floor:

Room Number(s):

Project Details

1- Project Purpose:

Are you requesting campus funding for this project?

Will your division be funding this project?

If division is funding, list fund and center **(required)**:

Is there a critical completion deadline?

If yes, list date:

Brief Description of Project: *Please Note: Changes in project scope after this point require approval by cabinet member.

- 1- Project Purpose:** **Mission Driven/Strategic:** Project is strategic to campus mission/vision. Is usually reserved for major capital projects.
Other (Non-Revenue/Strategic): Encompasses minor capital projects that do not fall under any of the other project purposes.
(I.E. Office/Space Renovations)