



Capital Budget Amendment Form

(To be completed if a project is going to exceed its original approval amount in accordance with the Capital Expenditure Policy)

1. Project Details

Project Name: <input style="width: 95%;" type="text"/>	Date Submitted: <input style="width: 95%;" type="text"/>
Project Administrator (Name): <input style="width: 95%;" type="text"/>	Activity: <input style="width: 95%;" type="text"/>
	Original Date Approved: <input style="width: 95%;" type="text"/>

2. Nature of Change and Cost Details

Nature of Change: Amendment Time Extension

Original Approved Amount: \$ <input style="width: 95%;" type="text"/>	Scheduled Start Date <input style="width: 95%;" type="text"/>
Additional Amount Needed: \$ <input style="width: 95%;" type="text"/>	New Proposed Start Date <input style="width: 95%;" type="text"/>
Revised Total Project Cost: \$ <input style="width: 95%;" type="text"/>	

3. Reason for Amendment

Please provide a reason why additional funds or a change in the timing of the project is required. As well as what actions are being taken to minimize the overspending.

4. Authorization

(Indicates spending on project can begin. Refer to section A5 of the Capital Expense Policy)

	Signature	Printed Name	Date
Vice President/Provost	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
CFO	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
VP Facilities (if required)	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
VP Info Service (if required)	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
President	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Board (>\$3 Million)	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>

5. Finance Use Only

Date Received Additional Amount \$ New Total Project Cost: \$

Approved in Activity