

# Capital Requisition Form: 05-2010

###### Reference Standard Operating Procedure: Finance-FSA-2010-100

1. **Project Area**
	1. Church Committee:
	2. Sponsor Name:
	3. Date:
	4. Requested Amount:
2. **Project Definition** (please provide as much detail as possible)
	1. Statement of the Need (why?)
	2. Definition of the Project (what?)
	3. Priority and Urgency (why important & why now?)
	4. Funding Available (alternate sources like grants or fundraising)
	5. Alternate Approaches (other approaches considered)
	6. Estimates (as per SOP, **Finance-FSA-2010-100**)
		1. Amount:
		2. Amount:
		3. Amount:

|  |  |  |
| --- | --- | --- |
| 1. **Project Review**
	1. Finance Committee:
 | Yes | No |
| b. Property Committee: | Yes | No |
| c. Trustees: | Yes | No |

###### 4. Project Approval

|  |  |  |
| --- | --- | --- |
| Approved: | YES |  |
| CONDITIONAL YES\* |  |
| NO\* |  |

\* Explanation of Conditions of Approval or ‘No’

Finance Committee Date

Property Committee Date

Board of Trustees Date