

# 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