



## Capital Requisition Form: 05-2010

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

### 1. Project Area

- a. Church Committee:
- b. Sponsor Name:
- c. Date:
- d. Requested Amount:

### 2. Project Definition (please provide as much detail as possible)

- a. Statement of the Need (why?)
- b. Definition of the Project (what?)
- c. Priority and Urgency (why important & why now?)
- d. Funding Available (alternate sources like grants or fundraising)
- e. Alternate Approaches (other approaches considered)
- f. Estimates (as per SOP, **Finance-FSA-2010-100**)
  - i) Amount:
  - ii) Amount:
  - iii) Amount:

**3. Project Review**

- a. 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