

## Capital Project ID Request & Budget Entry Form

Email completed form and all required documents to [coarequest@untsystem.edu](mailto:coarequest@untsystem.edu)

### Requestor Information:

Name:

Email:

Department:

Request Date:

Phone:

Business Unit:

### Project Information:

Priority:

**Add**

**Modify**

**Inactivate**

Project Start Date:

Project End Date:

Project Manager:

Project Name/Description:  
(30 Character Limit)

Notes:

Please Indicate:	
Campus Managed	System Managed
Minor Cap.	Minor Cap.
Major Cap	Major Cap

Funding:

Debt

Auxiliary

HEAF

Gifts

(Please enter amount for each funding type)

Designated

Other

(please provide explanation)

**Please Include required documents by Fund Source: Debt-RFS Funding Request, Auxiliary-Exact Fund Code, Multiple Fund Sources - Detailed breakdown by Fund Type and Fiscal Year.**

Project Approval:

Capital Improvement  
and/or PMWeb Project  
Number:

Executive Project Approval:

(Only required for Campus Managed,  
Minor Cap Projects)

Project ID:

(to be provided upon approval)

### Project Budget Detail:

PCBU	Org Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Project Type	Budget Amount
PCBU	Org Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Account	Budget Amount
PCBU	Org Dept	Fund Cat	Fund	Function	Program	Purpose	Site	Account	Budget Amount
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NOTE\* This section is only related to the project budget and NOT intended to function as a transfer approval. If a transfer of funds is required, a separate Account/Budget Authorization Form (ABA) will need to be completed. If more lines are needed, please attach additional pages as necessary and reference above.

**Campus Controller:**

Campus Controller  
Approval: \_\_\_\_\_

Notes:

**Treasury Office**

Treasury  
Acknowledgment: \_\_\_\_\_

**Debt Source:**

Notes:

Select the Debt Indicator Check Box on Project Supplement Data page

**COA Administration**

System Budget &  
Planning Approval: \_\_\_\_\_

Project ID

Entered By: \_\_\_\_\_

Description:

Entry Date:

**Local Budget Office**

Budget Entry  
Approval: \_\_\_\_\_

