



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