Northern Kentucky University

CAPITAL PROJECT/EQUIPMENT SUBMITTAL FORM INSTRUCTIONS

2014-2020 Six Year Capital Planning Process

Instructions

Regardless of funding source or method of purchase, submit the following:

- All construction projects with a total scope of $600,000 or more for 2014-2016, 2016-2018 and 2018-2020.
- All equipment projects with a total scope of $200,000 or more for 2014-2016.
- All information technology projects with a scope of $600,000 or more for 2014-2016.

A brief description and estimate of cost (if available) should be included on the enclosed form. Supporting detail and justification would be very helpful. Forward all requests to your vice president by February 22, 2013.

Projects proposed for consideration are due to the office of campus and space planning by March 1, 2013.

Please request assistance from the office of campus and space planning (X-5122).

Note: Documents related to the capital planning process are available on the campus and space planning website, [http://campusplan.nku.edu/capitalplan.php](http://campusplan.nku.edu/capitalplan.php) including:

- Attachment A, instructions and submittal form.
- Attachment B, a DRAFT list of projects and equipment items to be included in the 2014-2020 Capital Plan (based in large measure on the 2012-2018 Capital Plan).
- Attachment C, a list of projects and equipment authorized by the General Assembly for 2012-2014.
CAPITAL PROJECT/EQUIPMENT/INFORMATION TECHNOLOGY SUBMITTAL FORM

2014-2020 Capital Planning Process

Project/Equipment Name: ______________________________________________


Equipment over $200,000:  2014/2016 _____

Information Technology over $600,000:  2014/2016 _____

Estimated Cost:  

*If known, provide cost estimate. Request assistance from the office of campus and space planning (X-5122) as needed.

Fund source, if known: ______________________________________________

Brief Description: ___________________________________________________________

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Justification: ________________________________________________________________

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Note: Please attach pertinent documentation

Contact Person: ____________________________________________ Phone #: __________

Completed By: ____________________________________________ Date: __________

Major Department Head Approval: ___________________________ Date: __________

Note: RETURN completed forms to your vice president by February 22, 2013. This form is available on line at: http://campusplan.nku.edu/capitalplan.php