



Directions

- All UAMS requests for project estimates and capital projects anticipated to cost over \$15,000 must be initiated using the Capital Project Request form.
The requestor's Provost / Vice Chancellor / Dean / Divisional Business Administrator must e-mail the completed form to the UAMS Budget Office (BudgetOffice@uams.edu) to indicate divisional approval to proceed with estimate process.
*Note: Forms sent by anyone other than the above mentioned will be returned to the requester.
Once the completed form is received in the Budget Office from the appropriate divisional leader, the request will be forwarded to Campus Operations.
Campus Operations will assign a project number, copy the C-Suite member and e-mail the requester to discuss the project.
Please contact the Project Administrator at SPColclosure@uams.edu with any questions.

Requestor Contact Information

Requestor's Name:

Requestor's E-Mail:

Requestor's Division:

Project Site / Location Details

Building:

Floor:

Room Number(s):

Project Details

1- Project Purpose:

Are you requesting campus funding for this project?

Will your division be funding this project?

If division is funding, list fund and center (required):

Is there a critical completion deadline?

If yes, list date:

Brief Description of Project: *Please Note: Changes in project scope after this point require approval by cabinet member.

1- Project Purpose: Mission Driven/Strategic: Project is strategic to campus mission/vision. Is usually reserved for major capital projects.
Other (Non-Revenue/Strategic): Encompasses minor capital projects that do not fall under any of the other project purposes. (I.E. Office/Space Renovations)