

Please use this template on your SCHOOL/CENTER LETTERHEAD

[insert DATE]

I, [insert name of Dean/VP], have reviewed and agree with the FY20 and Five Year Capital Plan as attached. This exemplifies our intentions of all capital and IT projects over $500,000 to the best of our current knowledge. I acknowledge that in order for new projects to commence, a signed Capital Needs Statement is required as is the appropriate level of financial approval.

The comprehensive funding for the new projects with a full funding plan in place on the [insert School/Center name here] FY20 Capital Plan are summarized below. The projects with a full funding plan in place are identified as “A” projects on the attached Capital Plan.

1. ***Signature with submission of Plan to FRES by October 30, 2018:***

|  |  |
| --- | --- |
| **Funding Source** | **Funding Totals** |
| School/Center | $0 |
| Gifts/Grants In Hand | $0 |
| Gifts/Grants To Be Raised | $0 |
| Capital Funding Transfer | $0 |
| Facilities Renewal Fund | $0 |
| Research Facilities Development Fund | $0 |
| Other Funding Sources | $0 |
| Century Bond Funding | $0 |
| Internal Capital Loan | $0 |
| Interim Bridge Loan | $0 |
| **S/C Total** | **$0** |

Comments:

I, [representative from Provost/EVP office], have reviewed and support the FY20 and Five Year Plan as attached.

1. ***Signature before the School/Center annual Capital Plan meeting:***

I have reviewed the enclosed Plan and am aware of the intentions of the School/Center. The revised comprehensive funding for the new projects with a full funding plan in place on the [insert School/Center name here] FY20 Capital Plan are summarized below. The projects with a full funding plan in place are identified as “A” projects on the attached Capital Plan.

1. ***Signature by February 8, 2019, after the School/Center Capital Plan meeting:***

|  |  |
| --- | --- |
| **Funding Source** | **Funding Totals** |
| School/Center | $0 |
| Gifts/Grants In Hand | $0 |
| Gifts/Grants To Be Raised | $0 |
| Capital Funding Transfer | $0 |
| Facilities Renewal Fund | $0 |
| Research Facilities Development Fund | $0 |
| Other Funding Sources | $0 |
| Century Bond Funding | $0 |
| Internal Capital Loan | $0 |
| Interim Bridge Loan | $0 |
| **S/C Total** | **$0** |

Note any exceptions or questions that require additional review: