

**Request for Unexpended Plant Fund Establishment**  
(for Acquisition of Land, New Construction or Acquisition of Buildings, and  
Capitalizable Improvements/Renovations)

Requested Fund Name \_\_\_\_\_  
(30 characters or less)

Responsible Department \_\_\_\_\_

Default Org Code/Org Name \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Mail Stop \_\_\_\_\_

Describe in detail the purpose of this fund: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources of expected revenue and the anticipated date(s) of receipt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Annual Budget for Current Fiscal Year: \_\_\_\_\_

Total Estimated Cost: \_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_ (Month & Year)

**Approval:**

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Vice President \_\_\_\_\_ Date: \_\_\_\_\_

*907*

<b>Comptroller's Office Use Only</b>	
Project Completed: _____	_____
Asst. Director, Facilities Pln & Cn	Date
Amount to be capitalized: _____	_____
_____	_____