Project Scope Estimate and Approval to Transfer Funds

FORM C

THE UNIVERSITY OF MEMPHIS

PROJECT NAME					
Project Description:					
ROOM	**SQ FT**	**LF**	**WHO**	-	
TOTAL					
Demo					Demo figured in this project
Construction					Construction figured in this project
HVAC					HVAC figured in this project
Electrical					Electrical figured in this project
Plumbing					Plumbing figured in this project
Painting					Painting figured in this project
Flooring					Flooring figured in this project
Hardware					Hardware figured in this project
Data/Phone					Data/phone figured in this project
Furniture 1					New furniture figured in this project
Furniture 2					Furniture move figured in this project. Surplus existing if necessary
AV					AV figured in this project
SUB TOTAL					
Design 10%					
CONT 10%					Contingency is returned to the department, if not used
TOTAL					

Approvals:

Requestor Date

Financial Manager Date

Index to Transfer Funds From Date