

**Major Expenditure Request Form (MERF)**

Date:

Submitted by: (print name & sign) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:

Comments: Answers below to be black type and *italicized* for clarity. Revisions in **bold**.

**Executive Summary**

Project Name*:*

Project Description:

Project Owner(s):

Executive Sponsor(s):

Total Amount Requested:

Date of Request:

School/Mgmt.Center/Department*:*

Project Start Date:

Anticipated End Date:

**Narrative**

Is this a replacement or new initiative?

If replacement, what is condition of current asset and what is consequence of not doing this project at this time?

Are there alternative solutions if so explain why the proposed alternative is preferred?

Reason for investment or expenditure:

**Financial Impact**

Source of Funds:

Use of Funds:

Incremental Financial Costs (Operational Impact, e.g., utilities, etc.):

Assumptions:

Revenue (if applicable):

Operating Expense:

Debt Capacity:

**Intangible and Other Benefits:**

**Risks associated with investment and not making investment:**

**Other Relevant Comments / Benchmarking of Peers / Conclusion:**

(Responses to topics should be brief and concise. Long narratives are not the goal of this form.)