



Requested By (Project Manager):

Date:

RECOMMENDATION:

BUDGET SUMMARY:		Project #:	Modification # :
Revised Project Cost: (A) \$		Project Title:	
Less Original Project Cost: (B) \$*		Building:	
* = amount includes all previous approvals		Room(s):	
Additional Funds Required: (A-B) \$			

COST IMPACTS / PREMISE

SCOPE CHANGE: (%) \$		REQUESTED BY: Owner Client	PAID BY: Owner Client
Justification:			

BUDGET CHANGE: (%) \$		REQUESTED BY: Owner Client	PAID BY: Owner Client
Justification:			

SCHEDULE CHANGE: (%) \$		REQUESTED BY: Owner Client	PAID BY: Owner Client
Justification:			

Comments on Available Options

ATTACHMENTS: (in PDF format only)

- X **Original Estimate** (in file)
- X **Project Report** (mandatory)
- X **Revised Estimate** (mandatory)
- X **Support Documentation** (if applicable)

APPROVAL:

Approved Fund: \$

This document is a formal agreement between the Client & PRS

Project Leader:

PRINT NAME DATE: DD/MM/YYYY

SIGNATURE

SOURCE OF FUNDING:

Owner:

- % PAPI (Year:)
- % PQIF (5 year plan)
- % Central Administration #
- % Other Source:
- % **Sub Total - Owner**

Client:

- % FACULTY / SERVICE NAME BUDGET FUND
- % FACULTY / SERVICE NAME BUDGET FUND
- % CFI - Budget Fund:
- Attached Itemized list
- % **Sub Total - Client**

Client Approval Signature & Date:

PRINT NAME DATE: DD/MM/YYYY

SIGNATURE

Transmittal Instructions:

To: Project Manager
 CC: Project Accounting;
 Project Engineer;
 Project Commissioner

% Additional Funds Allocated

Comments:

Comments: