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Description automatically generated

**Major Expenditure Request Form (MERF)**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name & Title Here, within these parenthesis)

Date:

Phone:

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

**Executive Summary**

Project Name*:*

Project Description:

Project#:

Project Owner(s):

Executive Sponsor(s):

Total Amount Requested:

School/Management Center/Department*:*

Anticipated Start Date:

Anticipated End Date:

**Narrative**

Reason for investment or expenditure:

Is this a replacement, refresh, or new initiative? If replacement, what is the current asset condition?

What are the risks and consequences of not proceeding?

What are the alternative solutions, if any? If other solutions exist, please explain why this proposal is preferred.

**Financial Impact**

Funding Source:

Use of Funds:

1. Construction/Implementation phase:
2. Post Construction/Implementation phase:

Incremental Financial Impacts (utilities, interest expense, etc.):

Assumptions:

Revenue:

Operating Expense:

Debt Capacity:

**Additional Benefits:**

**Additional Relevant Comments / Benchmarking:**