



UC SANTA BARBARA
MINOR CAPITAL PROJECT APPROVAL FORM
 (Total Project Cost - \$35,000 to \$750,000)

Project Name:		Project Number:	
Building Name:		CAAN:	

I. Originating Department: _____
 Department Name Contact Person Phone

II. Project Background and Description - Attachments: Please attach 1) a brief justification for the work; 2) a scope of work narrative; 3) a plan/sketch of proposed work; 4) Environmental Impact Classification; and, 5) a project schedule.

III. Project Cost:

	<i>Original</i>	<i>Revised</i>
Feasibility Study Costs:		
Construction:		
External Fees:		
Internal Fees:		
Surveys, Tests, Plans, Specs:		
Special Items:		
Contingency:		
Construction Subtotal:		
Group 2&3 Equipment:		
Total Project:		

- IV. CEQA Compliance**
- Categorically Exempt, **Class**
 - Environmental Document (attached)
- V. Classification of space**
 (Completed by Budget and Planning)
- New or Additional ASF or GSF
 - Critical Life Safety
 - Reclassification of Space
 - Renovation/Refurbishment
 - Other – Comm. Utilities, etc.

Estimated By: _____ Date _____ Reviewed By: Director, D&CS _____ Date _____

VI. Funding Sources:

Account #:	Amount:	Transfer to be prepared by:	
		<input type="checkbox"/> Budget Office	<input type="checkbox"/> Accounting
		<input type="checkbox"/> Budget Office	<input type="checkbox"/> Accounting
		<input type="checkbox"/> Budget Office	<input type="checkbox"/> Accounting
		<input type="checkbox"/> Budget Office	<input type="checkbox"/> Accounting

Expenses on departmental work order # _____ will be credited back to department and charged to capital project.
 Approval authorizes the transfer of funds from designated source(s) to the capital outlay account.

VII. Department/Control Point Approval:

 Signature Date

Administrative Approvals:

(Obtained by Budget & Planning)

	Signature	Date
Director, Capital Development	_____	_____
Executive Vice Chancellor	_____	_____
Executive Director, Budget & Planning	_____	_____

Campus Approval to Proceed:

Henry T. Yang, Chancellor _____
 Date