

**Large Capital Project Justification Form (> \$250,000)**

**Department Name (Cost Center):**

**Date:**

**Requested By:**

**Requestor Position Title:**

**Purchase Details:**

Item/Equipment to be Purchased:

Vendor/Supplier (if known):

Estimated Cost: \$

Funding Source(s) (if applicable):

Proposed Timeline for Purchase:

**Funding and Budget Considerations:**

Provide a detailed explanation of why this capital renovation and infrastructure project is critical and must be purchased within the next 90 days.

Continuity of Operations:

Health and Safety:

Compliance with Laws and Regulations:

Critical Mechanical System: