### PROJECT NAME

**Project Description:**

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- Demo: Demo figured in this project
- Construction: Construction figured in this project
- HVAC: HVAC figured in this project
- Electrical: Electrical figured in this project
- Plumbing: Plumbing figured in this project
- Painting: Painting figured in this project
- Flooring: Flooring figured in this project
- Hardware: Hardware figured in this project
- Data/Phone: Data/phone figured in this project
- Furniture 1: New furniture figured in this project
- Furniture 2: Furniture move figured in this project. Surplus existing if necessary
- AV: AV figured in this project

### SUB TOTAL

- Design 10%
- CONT 10%: Contingency is returned to the department, if not used
- TOTAL

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### Approvals:

- **Requestor:**
  - Name: ____________________________
  - Date: ____________________________

- **Financial Manager:**
  - Name: ____________________________
  - Date: ____________________________

- **Index to Transfer Funds From:**
  - Date: ____________________________