

Forsyth County Schools
School Initiated Project Request Submittal

School: _____ Project Title: _____

Submitted by: _____ Date: _____

Project Description (attach plans or drawings)

Rationale for Project Request

Cost Analysis (attach Project Budget Worksheet)

Cost Estimate (attach written proposals)	Funding Source	Authorized Account User _____ Print Name
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Principal or School Administrator: _____
Signature Date

Additional Information for Final Approval

- | | | |
|---|------------|-----------|
| 1. Does the cost estimate for the project exceed \$5,000.00? | <u>Yes</u> | <u>No</u> |
| 2. If Yes, is there an alternate (2 nd) cost estimate attached? | <u>Yes</u> | <u>No</u> |

3. Does the Project affect Instructional Area or Programs? Yes No

Approved on: _____ by: _____
Assoc. Superintendent of Academics & Accountability

4. Does the modification affect Athletic Venue or Programs? Yes No

5. Required School Approval Letters attached? Yes No

Approved on: _____ by: _____
Director of Athletics

6. Does the cost estimate for the project exceed \$10,000.00? Yes No

7. If Yes, is there an additional (3rd) cost estimate attached? Yes No

8. Does the cost estimate for the project exceed \$100,000.00? Yes No

Approved on: _____ by: _____
Chairperson, Forsyth County Board of Education

Reviewed on: _____ by: _____ *Maintenance Dept.*

Reviewed on: _____ by: _____ *Facilities Planning Manager*

Reviewed on: _____ by: _____ *Director of School Safety*

Reviewed on: _____ by: _____ *Director of Facilities Planning*

Approved on: _____ by: _____ *Chief Facilities Officer*

☐ Rejected. This Project Request has been denied for the following reasons:

This Project will require one or all of the following before work may commence:

☐ Fire Marshal Review & Approval ☐ Funds Deposited to verified account

☐ Site Development Permit Review ☐ Building Permit Review

☐ Other: _____