B2.4 Long Range Capital Projects for Beyond 3 Year Horizon

Purpose
This form (form B2.4) is utilized to document capital projects that are expected to commence more than three years hence (if they begin during the next three fiscal years they will be included on form B2.2). If the majority of the funds being requested do not relate to capital, the B2.3 (Long-Range Programmatic Funding) should be completed. This form is not to be utilized to request required space for new/additional programs. Those types of requests should be included directly on the B2.3 forms as appropriate.

Instructions
This form is a protected worksheet. The areas that are protected are indicated in blue on your monitor. When the form is printed it will print all in black unless you have a color printer and then it will print those areas in blue. The items listed here are the only areas that need to be filled in. Any areas not mentioned here should be ignored. If you try to edit an area that is protected, an error message will appear on the screen.

FUND NUMBER (top left side of form) Identify the fund number for your unrestricted net assets. e.g. 1000 This field represents the category of net assets where an account will be reflected on the financial statements.

DEAN/VP AREA NAME (top left side of form) Identify the name of the Dean/VP area and the name of the department making the request, e.g. Division of Information Technology, User Services.

AGENCY (AREA) NUMBER (top left side of form) Identify the agency (area) number for your unrestricted activity, e.g. 900. This field represents the area of responsibility to which an account is assigned.

ORG NUMBER (top left side of form) Identify the organizations number this program will be placed under, e.g. 0080.

DATE SUBMITTED BY AREA (top right side of form) Identify the date the form is submitted to the Budget Office.

COMPLETED BY (top right side of form) Identify the name of the individual who actually filled in the data for the request.

TITLE Identify the name of the new capital project that is being requested.

DESCRIPTION If the request is for a program that will commence more than three years hence, ignore the columns for the first three years. These columns represent the next three fiscal years. If the request is for a program that will commence within the next three years, the first three columns should match the B2.2 that was completed for this program. (Both a B2.2 and a B2.3 will be completed for this one program). The remainder of the columns should be completed for this program, showing all expenses and revenue. Start the individual expense items one line below the row that says "Expenses" (row 11). Start the individual revenue items one line below the row that says "Revenue" (row 25). The estimates should be in request-year dollars (the request year is based on the year the form is completed, thus the amounts shown in all columns should be the current year's cost of living dollars). Requests will be centrally incremented for the cost of living allowance/salary increase amounts. Show
sufficient detail (budget control categories at a minimum) to document the request.

**TOTAL EXPENSES/TOTAL REVENUE**  These rows are protected. They will automatically calculate the total of the itemized dollars for expenses and revenue for each year.

**DETAILED DESCRIPTION**  Provide a detailed description of the request.

**JUSTIFICATION FOR REQUESTING FUNDS & RAMIFICATIONS IF NOT FUNDED. QUANTIFY THE SPECIFIC, COST-BENEFIT ANALYSIS**  Provide a justification for the request including quantitative justifications and explain the ramifications if not funded with quantitative details.

**EXPLAIN HOW THIS REQUEST LINKS TO THE SPECIFIC SELECTED GOAL/OBJECTIVE IN THE STRATEGIC AGENDA AND SCHOOL/AREA MISSION/STRATEGIC PLAN.**  Identify the goal and objective from the current Pace University Strategic Agenda that this request falls under. Give an example of how the request relates to this specific goal and objective. *Any request over $1,000 must be linked to the Strategic Agenda.*