

**JAMES MADISON UNIVERSITY**  
ACTION REQUEST FOR NEW CAPITAL PROJECT & DEPTID (ORG)

Originator: Jane Smith Department: 100350 Phone: 81234 Date: 1/1/03

**SECTION I TYPE OF REQUESTED ACTION** Effective Date: 3/1/03

Add New Department  Add New Department & Project  
 Change Information Associated With Department  Inactivate Department

<p><b>SECTION II DEPARTMENT INFORMATION</b></p> <p>Department Number: _____</p> <p>Short Description: <u>Bear Hall Bldg Removal</u></p> <p>Manager Name: <b>Director, Facilities Management</b></p> <p>Department: <b>Facilities Planning</b></p> <p>Long Description/Purpose: <u>Removal of screen porch. Associated with the renovations of Bear Hall, Project 16666</u></p>	<p align="center"><b><u>Accounting Services Use</u></b></p> <p>Cars Fund Code: _____</p> <p>Cars Prog Code: _____</p> <p>JMU Fund Code: _____</p> <p>JMU Prog Code: _____</p> <p>Subclass: _____</p>
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**SECTIN III PEOPLESFT FINANCE SECURITY**

NAME	LOGON ID	NAME	LOGON ID
1. Mary Scott	scottma	1. Linda Jones	jonesll
2.		2.	
3.		3.	

**SECTION IV PROJECT INFORMATION**

Project Description: Renovation of Bear Hall	Project ID: 16666	Project Status:
	Project Begin Date: 1/1/03	<input checked="" type="checkbox"/> Approved
	Project End Date: 1/1/04	<input type="checkbox"/> In Progress
Project Manager: Susan Madison	Project Amount: 100,000	<input type="checkbox"/> Completed

**SECTION V FOR ACCOUNTING OPERATIONS USE ONLY**  
**BUDGET @ TYPE**

**SECTION VI SIGNATURES**

_____	_____	_____	_____
Facilities Management Authorization	Date	Financial Reporting Input By	Date
_____	_____	_____	_____
Financial Reporting Authorization	Date	Budget Office Authorization	Date