

### CIP – NEW PROJECT REQUEST FORM

Project Name: HR carpet

Project Number:  (Finance will provide number)

Project Manager: Melissa Thomas

Department/Division: Human Resources

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Total</u>
<b><u>Revenues</u></b>						
Total Revenues						

<b><u>Expenditures</u></b>						
Carpet	25,000					
Total Expenditures						

Comments: