**Capital Project Request Process**

**Capital Project Request Form** is completed by Project Requestor, signed by department Dean/Director, and emailed to facilities@mtu.edu

- **Is the project thought to be over $50,000?**
  - **YES**
    - Email completed form to Executive Team Member for discussions and approval
  - **NO**
    - Project assigned to Engineer who works with department to create project estimate

- Engineer completes "facilities only" section, attaches estimate to form, and emails back to Dean/Director

- **Does the Dean/Director wish to move forward with project?**
  - **Yes**
    - Project is updated to "rejected" on project list
  - **No**
    - Capital Project Request Form is returned to Executive Team member for review by ET

- **Does Executive Team approve project?**
  - **Yes**
    - ET member signs form and forwards to the President for approval signature
  - **No**
    - ET member provides explanation on the form and emails to the Dean/Director and facilities@mtu.edu

- President’s Office Signs. Original form is sent to Facilities Management with a copy provided to the ET Member

- Executive Director of Facilities Management acknowledges receipt of completed form

- Work is scheduled

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**Preliminary estimates that are 90+ days old may require review to ensure costs are still accurate.**