

Construction/Project Code Request Form

Project Name: _____

Subproject (if applicable): _____

Project Address: _____

Project Manager Name: _____ Dept: _____

Contact Phone Number: _____

Expected Start Date: _____ (mm/dd/yy)

Expected End Date: _____ (mm/dd/yy)

Expected Total Cost of Project: \$ _____

Mark "X" on one of the following categories:

- New construction and/or land acquisition
- Renovation extending the useful life of an existing building component
- Improvement involving the addition of a building component or section that did not previously exist
- Ordinary repairs and maintenance (only if a component of a capital project in the enacted budget and not funded solely with Asset Protection money)
- Asset Protection project expected to cost in excess of \$750,000
- Software Projects/Development (including SaaS modification projects)
- Other (*ie; Art Work or other projects not described as above*)

Provide a brief description of the nature and scope of this (Sub) project.

If you have any questions, please call Fixed Asset Section, Accounts & Control at 222-6403. Thank you.

If already determined, please list all RI-FANS account code combinations, including fund number, agency number, line item sequence source (LISS) number to be used to account for this (sub) project.

For Office of Accounts and Control use only:

_____ RI-FANS Project Code assigned to this (Sub) project is 00000. Natural account numbers 661302, 661351, and 661361 may not be used.

_____ RI-FANS Project Code assigned to this (Sub) project is _____. Only the following Expenditure natural account numbers may be used with it:

A&C-F/A please check the natural(s) that can be used for this project:

- _____ 661302 Construction in Progress
- _____ 661351 Architecture & Engineering-CIP
- _____ 661361 Consultant Services-Computer Systems Development

Signatures:

Chief Financial Officer

Supervisor of Fixed Assets

Revised 11/30/23