

# CAPITAL PROJECT AND OUTLAY INFORMATION FORM

<b>NAME OF DISTRICT:</b>	<b>DATE:</b>
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**INSTRUCTIONS:** Please complete this form and submit with budget package for all capital projects or equipment either underway or planned for implementation and acquisition.

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**NAME OF PROJECT OR EQUIPMENT:**

**DESCRIPTION:**

**EXPENSE CATEGORY:**

**IS PROJECT UNDERWAY:** YES \_\_\_\_ NO \_\_\_\_ IF **YES**, BEGINNING DATE \_\_\_\_\_  
ESTIMATED END DATE \_\_\_\_\_  
% COMPLETE \_\_\_\_\_

IF **NO**, EST BEGINNING DATE \_\_\_\_\_  
ESTIMATED END DATE \_\_\_\_\_

**TOTAL ESTIMATED COST:** \_\_\_\_\_

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**NAME OF PROJECT OR EQUIPMENT:**

**DESCRIPTION:**

**EXPENSE CATEGORY:**

**IS PROJECT UNDERWAY:** YES \_\_\_\_ NO \_\_\_\_ IF **YES**, BEGINNING DATE \_\_\_\_\_  
ESTIMATED END DATE \_\_\_\_\_  
% COMPLETE \_\_\_\_\_

IF **NO**, EST BEGINNING DATE \_\_\_\_\_  
ESTIMATED END DATE \_\_\_\_\_

**TOTAL ESTIMATED COST:** \_\_\_\_\_

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