**College Equipment Form**

**[INSERT PROJECT TITLE]**

**Funding requested: [insert fund request]**

**Presented to: [insert governance body name]**

1. Project Overview

|  |  |
| --- | --- |
| Project Code |  |
| Submission Date | Click to enter submission date |
| Submission Type | Click to choose |
| Delivered By | Click to choose |
| Current Status | Choose an item. |

1. Project Detail

|  |
| --- |
| Details on what will be delivered |
|  |

1. Funding Type

|  |  |
| --- | --- |
| Funding Type | If applicable, value from grant or other funding |
| Choose an item. | Click here to enter amount |

1. Financial Overview

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Investment Heading | Value already approved | Approval requested now | Reprofile | Total/ Updated Value | Agresso |
|  |  |  |  |  | **Choose an item.** |

1. Benefits Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Investment | Amount | Expected Benefit | How will this be measured? | Timing of benefit |
|  |  |  |  |  |

1. Equipment and Estates

|  |  |
| --- | --- |
| Equipment Cost | Click here to enter amount |
| Building/Location | **Click or tap here to enter text.** |
| Estates Cost | Click here to enter amount |
| Estates Name | Click here to enter name |
| Date sent to Estates (for installation cost) | Click to enter date |

1. Risk, Constraint and Dependencies

|  |  |  |
| --- | --- | --- |
|  | Description | Mitigation/Comment |
| Risks |  |  |
| Constraints |  |  |
| Dependencies |  |  |

1. Additional Information

|  |
| --- |
| Any further relevant points |
|  |

1. Approvals

|  |  |
| --- | --- |
| Approvals (Governance/Name) | Date |
|  | **Click or tap to enter a date.** |
|  | **Click or tap to enter a date.** |