

St. Olaf Fixed Assets Addition Form
Request for Capital Accounting Unit Number

Department

Contact Name

Phone

Detailed Description of Capital Addition/Improvement

Type of Addition:

- Land
- Improvements other than buildings
- Buildings
- Equipment
- Library materials
- Art collection

Estimated Start Date of Project

Estimated Completion Date of Project

Estimated Life of Capital Addition/Improvement

Location of Capital Addition/Improvement

Approved by Budget Yes No

Are grant or federal funds being used for the Capital Addition/Improvement? Yes No

If Yes, grant name and unit

Unit Number (to be Assigned by Business Office)