**Section II – Project Management Develops the Estimate**

This section should be completed manually and then carried to Justin Smith. Please **do not email** the form back to the Requesting Department/Sponsor.

1) **PM** – check this block if the work will be completed by Project Management as an Informal Project.

2) **A&C** – check this block if the work will be completed by Architectural & Construction Services as a Formal Project.

3) **Estimator** – enter the name of the person preparing the estimate.

4) **Estimated Total Project Cost** – enter the amount of the estimate for the project.

5) **Date Estimate Expires** – indicate when the estimate will become void and the estimate will have to be recalculated.

6) **Is Capital Authorization Required for Project** – **answer required** - answer this question by checking yes or no.

7) **Comments** - Use this large block for any comments or notes.

8) **Can Completion Date Be Met** – evaluate the date given by the Requesting Department in Section I, "Date Must Be Complete By" & Reason Why, and indicate if this is feasible or not.

9) **Will this change asset info** - indicate if this project will result in the purchase of new assets, the replacement of existing assets, the transfer of existing assets, or the elimination of existing assets. Assets include items such as furniture, equipment, and furnishings (e.g. water coolers, cash registers, ceiling projectors, HVAC units, lab configurations, appliances, etc.). Use the Comments block to describe what is to be purchased, modified, transferred, and/or eliminated.

10) **Once Section II is complete, take the form to Justin Smith.**