

CAPITAL OUTLAY NEW PROJECT REVIEW

DATE:	
DEPT:	
CONTACT:	
PHONE:	



<input type="checkbox"/>	LAND IMPROVEMENT
<input type="checkbox"/>	BUILDING IMPROVEMENT
<input type="checkbox"/>	RENTAL IMPROVEMENT

PROJECT NAME _____

PROJECT START DATE _____ PROJECT BUDGET _____

EST COMPLETION DATE _____ WILL IT GO OUT FOR BID _____

DETAILED DESCRIPTION OF THE PROJECT (ie # OF ACRES, EXACT LOCATION (ADDRESS IF APPLICABLE), CARPET REPLACEMENT, ADDITIONAL HVAC UNIT INSTALLATION ON THE ROOF, 1 NEW DOCK AND 2 DOCK REPLACEMENTS, 10 NEW ELECTRICAL HOOKUPS, 4 NEW RESTROOMS, PARKING LOT ADDITION FROM 10 SPOTS TO 20 W/ UPGRADE FROM GRAVEL TO PAVED)

Will there be land excavation, fill, grading or drainage work involved with this project?	Yes / No
Will there be water or sewer taps or water rights?	Yes / No
If the answer is yes to either previous questions what is the estimated cost?	_____
Will the project be annexed to another entity or is it on non-county land?	_____
If yes to the above question please explain?	_____

FORWARD THIS COMPLETED FORM TO: PROPERTY MANAGEMENT
498-5958
turekkj@larimer.org

FOR PROPERTY MANAGEMENT USE:	<input type="checkbox"/> CAPITAL OUTLAY <input type="checkbox"/> NON CAPITAL OUTLAY
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COMMENTS:



IMPORTANT POINTS TO REMEMBER



If the project has an intangible purchase such as water rights or sewer tap consult with Property Management regarding account coding.



The project will convert from a CIP to a depreciating, capitalized asset 3 months from the date it is put into use.

ALL project invoices must be paid within the 3 month grace period.



After the completed project's 3 month grace period, invoices which have not been pre-approved by Property Management must be charged to an expense account number, rather than a capital outlay number.

NOTIFY PROPERTY MANAGEMENT



If the scope, budget or completion date change from what was documented on the Review form.



When a CIP project is put into use.



If invoices exist for a CIP that can't be paid in the 3 month grace period. **Notification must be made prior to the end of the grace period.**