|  |  |
| --- | --- |
|  | **Create / Update Project Request** |
| *\*Denotes a required field.* |
| \*Business Unit *(5 digits)*: |  | Requested By: |  | Date: |  |
|  | Entered By: |  | Date: |  |
|  | Project ID *(new project)*: |  |
|  |
| **Action Requested** |
|  |
|  | Create New Project^ |  | Update Existing Project |
| *^ Requires update of Project\_Budget and Project\_Reporting trees if Capital Project related.* | Project ID *(of existing project)*: |  |
|  |
| **General Information** |
|  |
| \*Description *(30 characters max)*: |  |  |  | Program *(Summary Project)* |
| \*Integration: |  | *(Agency Business Unit)* |  |
| \*Start Date *(default is current date)*: |  |  |
| \*End Date *(default is current date plus 1 year)*: |  |  |
|  |
| Description: |  |
|  |
| Long Description: |  |
|  |
| **Projects** |
|  |
| External Project Number: |  | Responsible Department: |  |
|  |
| Disaster Number: |  |  |  | Disaster Indicator |  | Property Damage Indicator |
|  |
| Reporting Category: |  | Reporting Category: |  |
| Reporting Category: |  | Reporting Category: |  |
|  |
| Overall Project Budget – Project Amount: |  |  |
|  |
| **Grant Information *(if applicable)*:** |
| Grant ID Prefix: |  | Progress Report Status: |  |  |  | Grant In/Outbound Indicator |
| Sub-Grant Number: |  | Progress Report Date: |  |  |  | Sub-Grant Indicator |
| Fed Catalog Number: |  | Obligation Date: |  | Grantor Grant ID: |  |
| Grant Amount: |  | Obligation Deadline: |  | Fed Declaration Number: |  |
| Grantor *(Customer ID)*: |  | Grantee *(Vendor ID)*: |  |
|  |
| **User Fields** |
|  |
| Field 1: |  | Amount 1: |  |
| Field 2: |  | Amount 2: |  |
| Field 3: |  | Amount 3: |  |
| Field 4: |  | Date 1: |  |
| Field 5: |  | Date 2: |  |
|  |