

**The below items must be included when requesting a new project:**

- Capital Project Account Request Form ('Board Approved' or 'For Projects up to \$500K')
- Detailed Description and Scope of Project
- Project Budget Worksheet
- Monthly Cashflow Projections
- Board Resolution, if applicable
- Capital Project Questionnaire

*Failure to include any of the above items may cause delays in the process of setting up the project*