

# Diocese of Fort Wayne-South Bend

DIOCESAN BUSINESS OFFICE

Archbishop Noll Catholic Center

915 South Clinton Street. P.O. Box 390, Fort Wayne, IN 46801

Phone: (260) 422-4611 . Direct Line: (260) 399-1416 . FAX: (260) 423-3382

## CONSTRUCTION AND CAPITAL EXPENDITURE APPLICATION

### Buildings and Improvements Committee

Parish Name \_\_\_\_\_ Parish No. \_\_\_\_\_

\_\_\_\_\_ Site Work Cost \_\_\_\_\_

\_\_\_\_\_ Purchase of Real Estate Date Project to Start \_\_\_\_\_

\_\_\_\_\_ New Building Construction

\_\_\_\_\_ Remodel Work

\_\_\_\_\_ Repair and Maintenance

\_\_\_\_\_ Tuck Pointing

\_\_\_\_\_ Roofing

Amount on Diocesan Deposit \_\_\_\_\_ Amount to be Withdrawn \_\_\_\_\_

Amount in Checking \_\_\_\_\_ Balance after Withdrawal \_\_\_\_\_

Amount of Any Other Savings \_\_\_\_\_ Current Diocesan Loan Amount \_\_\_\_\_

Expenditures Will be Paid from Current Funds available: [ ] Yes [ ] No

Amount of New Loan Needed \_\_\_\_\_ Total Current Debt to the Diocese \_\_\_\_\_  
(Includes unpaid bills)

Estimated Debt Retirement Amount Left to Be Paid Upon Project Completion \_\_\_\_\_

Explanation of Project or Purchase \_\_\_\_\_

Contractor \_\_\_\_\_  
(Supplier)

Design Professional \_\_\_\_\_  
(Real Estate Purchase Professional)

Address \_\_\_\_\_

Address \_\_\_\_\_

Requested by \_\_\_\_\_

Date \_\_\_\_\_

#### NOTE:

Any expenditure **over \$30,000** must receive approval. Any expenditure **over \$15,000** needing a loan must receive approval. All major construction and purchases must be awarded on a bid basis. Be sure to send copies of three bids, and attach drawings, or any other pertinent information. Be sure to send **10 letter size copies** of plans and one full size copy complete construction documents on each project.