

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Amount on Diocesan Deposit _____ Amount to be Withdrawn _____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.