

DIOCESE OF SHREVEPORT
PRELIMINARY REQUEST FOR APPROVAL
OF PHYSICAL PLANT IMPROVEMENTS/CONSTRUCTION
INCLUDING GENERAL PURCHASES EXCEEDING \$10,000

Submission of this form thirty (30) days prior to preliminary action is necessary for approval to *begin planning* the proposed improvement/construction/purchase in detail.

PARISH/SCHOOL: _____

CITY: _____ DATE OF REQUEST: _____

Describe briefly the improvement/construction/purchase project. Please attach preliminary plans, if available.

PROJECTED COST ESTIMATES:

- | | |
|--|----------|
| 1. Estimated Improvement/Construction/Purchase Costs | \$ _____ |
| 2. Estimated Costs of Furnishings and Equipment | \$ _____ |
| 3. Estimated Costs of Landscaping | \$ _____ |
| 4. TOTAL Estimated Cost | \$ _____ |
| 5. Amount of Cash Deposits/Investment Income | _____ |
| Available for this Project | \$ _____ |
| 6. Estimated Amount to be Financed | \$ _____ |

PROJECTED PLAN FOR DEBT RETIREMENT (if known):

1. Name/Address of Lending Institution(s): _____

2. Loan Interest Rate (Annual): _____
3. Term of Loan (Total # of Years): _____

ATTACHMENTS (If not presently on file at the Catholic Center):

1. _____ Resolution from Parish Pastoral Council supporting project/purchase
2. _____ Latest Monthly Comparative Financials (Year-to-date vs prior year-to-date
Balance sheet and year-to-date vs prior year-to-date income statement)

PASTOR SIGNATURE

DATE

DO NOT WRITE BELOW THIS LINE

CHANCERY USE ONLY:

This request has been _____ by Most Reverend Francis I. Malone, Bishop of Shreveport, in accordance with diocesan policy and in consultation with the Diocesan Corporate Committee.

CHANCERY OFFICIAL

DATE