

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

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

PARISH/SCHOOL: _____

CITY: _____ DATE OF REQUEST: _____

Describe the complete improvement/construction/purchase project. Attach all plans.

FINAL COSTS:

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

PLAN FOR DEBT RETIREMENT:

- Name/Address of Lending Institution(s): _____

- Loan Interest Rate (Annual): _____
- Amount of Annual Repayment of Principal: _____
- Term of Loan (Total # of Years): _____
- Total Cost of Project, Including Interest: _____
- Kind of Instrument: Mortgage _____ Note _____ Other _____ (Specify: _____)

7. Name/Address of Contractor(s): _____

1) Total Amount of Contracted Price: \$ _____

2) Proposed Schedule of Payments to Contractor(s): _____

3) Has the Contractor provided Performance Bond? Yes _____ No _____

4) Has Contractor provided Certificate of Insurance? Yes _____ No _____

(Required minimum coverage: (1) General Liability: \$1M coverage per incident; \$3M coverage aggregate (2) Auto Liability: \$1M coverage (3) Workers Compensation Insurance: as required by law. Certificate must include the language: Certificate Holders (Most Reverend Francis I. Malone, Diocese of Shreveport and Church/School) are additionally insured).

8. Current Parish/School Debt:

1) Total Amount of Remaining Debt(s): \$ _____

2) Interest Rate of Current Debt: \$ _____

3) Amount of Principal Repaid Annually: \$ _____

4) Years/Months Remaining—Term of Loan: _____

ATTACHMENTS:

1. _____ Copy of Bids /Approved Bid Noted
2. _____ Copy of Contractor's Performance Bond and Certificate of Current Insurance
3. _____ Copy of Contract/Agreement to be signed
4. _____ Copy of Financing Instrument
5. _____ Finance Council Resolution approving project/purchase
6. _____ Copy of Construction Drawing
7. _____ Copy of Vehicle or Building: Add or Delete Insurance Coverage form (if applicable)
8. _____ Copy of Mobile Equipment: Add or Delete Insurance Coverage form (if applicable)

APPROVED FOR THE CORPORATION:

1) _____
Pastor/Administrator (Secretary/Treasurer) DATE _____

2) _____
President, Parish Finance Council DATE _____

3) _____
Trustee DATE _____

4) _____
Trustee DATE _____

5) _____
Most Reverend Francis I. Malone
OR Vice-President DATE _____