

**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 Rev. Robert W. Marshall, Jr. Apostolic Administrator of Shreveport, in accordance with diocesan policy and in consultation with the Diocesan Corporate Committee.

\_\_\_\_\_  
CHANCERY OFFICIAL

\_\_\_\_\_  
DATE