

## **Instructions**

### **Request for New Major Construction Account**

#### **Suggested Name of Account**

The suggested name of the Account should convey, both to Foundation personnel and potential donors, an accurate indication of the Project scope.

#### **General Description of Project**

The Project description should provide the same general description of the Project that will be used in written as well as verbal solicitations for Project funding. In determining how to describe a particular project, keep in mind that when opening a new account and initiating fundraising efforts, many details relating to the project are likely yet to be determined and even in cases where the *desired* Project scope is well defined, fundraising efforts may fall short and the Project scope may need to be revised. Material differences between the way a project is described in connection with fundraising efforts and the final approved project scope may impair the Foundation's ability to expend funds for the Project without additional donor approvals.

#### **Estimated Project Budget**

The figure provided should be inclusive of all design, construction and other project related fees and expenses, per LSU Foundation Board approved Capital Projects Policy.

#### **Documentation Requirements**

The supporting documentation should specifically describe the project, such as the budget and timeline of the project. The supporting documentation must include verification of Facility Services' approval of the project.

