

RFA

REQUEST FOR CAPITAL EXPENDITURE APPROVAL

SUBMITTED BY
Tom Rybski

SOURCE OF FUNDS

Reserves

Renovation
2014

Operating Funds

Other (explain below)

NAME OF HOTEL

Franklin Marriott - CONF CENTER

IDENTIFICATION # OF ITEM

MONTH REQUIRED

October

ITEM/S REQUESTED (Include Quantity and Description of Item)

Interior design services for the CONFERENCE CENTER renovation. Fee \$23,760 plus initial reimbursable expense estimated of \$1,000. Total \$24,760.

Proposed funding is 2014 CONFERENCE CENTER Renovation Budget.

Budget: Backup: (page 62)

JUSTIFICATION

Interior design for renovation.

OWNER APPROVAL

DATE

AMOUNT REQUESTED

\$24,760.00

AMOUNT APPROVED

APPROVALS

Regional VP Operations

Executive VP Operations

VP Technology

Regional Director of Renovations

VP Design & Construction

Other

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SOURCE OF FUNDS

Reserves
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NAME OF HOTEL

Franklin Marriott - CONF CTR

IDENTIFICATION # OF ITEM

MONTH REQUIRED

October

ITEM/S REQUESTED (Include Quantity and Description of Item)

FF&E purchasing services for the CONFERENCE CENTER portion of the project. \$5,000.
Proposed funding is 2014 CONFERENCE CENTER Renovation Budget.

Budget:

Backup:

JUSTIFICATION

Purchasing Agent for FF&E.

OWNER APPROVAL

DATE

AMOUNT REQUESTED

\$5,000.00

AMOUNT APPROVED

APPROVALS

[]
Regional VP Operations

[]
Executive VP Operations

[]
VP Technology

[]
Regional Director of Renovations

[]
VP Design & Construction

[]
Other