

CRITICAL HEAF REQUEST FORM
Per SCOM 26-02 — HEAF Pullback and Reprioritization

All HEAF spending is temporarily suspended. Only expenditures approved by Executive Leadership may proceed.
The approved form must accompany all purchasing/commitment paperwork.

SECTION 1 PROJECT IDENTIFICATION

Project Title:

Staff Contact:	Department:
Cost Center & ST:	

HEAF Category (check one): Capital Equipment Construction/Renovation Major Repair/Rehabilitation Library Materials Land Acquisition

SECTION 2 COST BREAKDOWN

Description / Line Item	HEAF Amount	Other Funds	Total	Source of Other Funds	
TOTAL					

Ongoing maintenance or operational costs associated with this expenditure (if any):

Contract or vendor details (if applicable):

SECTION 3 JUSTIFICATION

Why is this expenditure essential at this time? How does it advance university priorities?

What alternatives were considered? (e.g., funding from operating budgets, deferral, lower-cost options)

What are the consequences if this expenditure is NOT approved?

SECTION 4 OFFICE OF PLANNING & BUDGET REVIEW

Budget impact analysis (completed by Office of Planning & Budget — required per SCOM 26-02):

Planning & Budget:

Date:

SECTION 5 APPROVALS

Department / Division Approvals

AVP/Dean:	Vice President:
Signature: _____ Date: _____	Signature: _____ Date: _____

Executive Leadership Approval

Amount Approved: \$ _____	Approved _____ Denied _____ Return for Justification _____
VP, Administration & Finance (CFO): _____ ELT Meeting Date: _____	Budget Office Use Only
Signature: _____ Date: _____	Cost Center: _____ Journal #: _____ Date: _____

Completed copies to Department Head & Division Administrator