**Board of Regents CESS Approval Request Form**

*\*(Must be filled out and attached to the CESS form in UGAmart for all CESS projects over $500K)*

**CESS Project Proposal Information**

What is the Core Business Function addressed by this project?

Give a brief description of the problem being addressed by this project.

Provide a justification of the approach chosen to address this problem, including a description of any alternatives considered, and an explanation of why those alternatives were not pursued further.

What is being requested? Please include any brand names and warranties associated with this project.

**CESS Project Expenditure and Funding Information**

***Attach a spreadsheet with a cost breakdown by fiscal year, fund sources of each component of the project, and a timeline for the anticipated expenditures. This requirement includes all consultants and salary costs for existing and new employees.***

Project Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*\*

\*\* *If the project total is 1 million dollars or more,* you must also complete a [Business Case Template](http://eits.uga.edu/_resources/files/documents/CESS_BOR_Business_Case_Template.docx) and attach to the CESS form in UGAmart. (*See the* [*Business Case Guide*](http://eits.uga.edu/_resources/files/documents/CESS_BOR_Business_Case_Guide.docx) *for assistance with filling out the Template*)

*Please attach this form, and any supporting documentation for this project (ie. Funding or timeline spreadsheet, quotes, etc.) to the CESS form in UGAmart.*