

LSSF Project Request Form Glossary of Terms and Explanations

The LSSF Project Request Form is to be used by Faculty, Students, and/or Administrators to request funding for projects that are out of scope for School funding or which budgeted School funds are not available. In addition, this form will be used to establish “Total Cost of Ownership” (TCO) for requested projects. Refer to the nine points on the Project Cover Sheet for request guidelines.

Fill out only the fields applicable to your project – mark fields that do not apply as N/A.

Basic Project Cost: This is the cost associated with the basic, core, or most fundamental part of the project. Example - a computer program to perform the integral tasks/end goals of the project would be an example of the use of this requirement. This is the core cost of the project and all subsequent fields are used to support the Basic Project Cost.

Purchased Supplies Cost: This is the cost associated with the acquisition of supplies to support the Basic Cost. Examples would be; special or custom forms, diskettes/cd's, - any supply not maintained in the School supply inventory that must be acquired through/from a third party vendor.

School Inventory Supplies Cost: This is the cost associated with the replacement of items used from the School Supplies. Paper would probably be the best example of the usage of this field.

Copier Usage Cost: This is the cost associated with the per copy use of the copier equipment. The School incurs an expense each time a copy is made. Estimate the number of copies needed as close as possible.

Shipping & Handling Cost: This is the cost of the delivery, handling, and insuring the purchased products and assuring that they reach the School in

the expected condition. Vendors supply this information. These amounts can be substantial for expensive or overweight/bulky items.

Equipment Costs: This is the cost of any additional equipment needed to support the “Basic Project”. Examples would be; a new computer or an upgrade to a computer needed to run the new software, battery backup units, or tables for work areas. This is the cost of any equipment not on hand needed to expedite the project.

Network, Electric Wall Plugs, etc. Cost: This is the cost for Maintenance to add needed electrical services if required, and/or the Technology Coordinator to add needed network services. Basically, any physical changes to the facility needed to expedite the project.

Supplemental Contract Cost: This is the cost incurred if non-school hours are needed for the leaders to prepare for and execute the project. Enter an estimate. This cost will be a set amount based on the estimate and approved by the LSSF Governing Board.

Tuition/Registration Cost: This cost is incurred if the project leaders require training on the skill sets required to execute the project.

Mileage, Room & Board Cost: This cost is incurred if the project leaders are required to travel, stay overnight, and/or purchase meals while working on project related functions.

Custodial Cost: This cost is incurred if excess waste is generated, extra cleanup is needed, and/or extra setup is needed. If overtime is required, the rate of reimbursement will be at the prevailing School rate for that position.

Project Recurring/Multiple Use Costs: This is the cost incurred if the project is to have multiple reuses over time. Examples would be; vendor contract considerations, software upgrades, license renewals, replenishment of supplies, or combinations of the other costs mentioned prior.