

**HIGHER EDUCATION CAPITAL IT PROJECT ENCUMBRANCE APPROVAL**

This form is required to initiate the encumbrance approval process for each appropriated Information Technology (IT) project for Institutions of Higher Education (IHEs). It is the responsibility of the IHE to complete this form in its entirety. Questions regarding completion of this form should be directed to the Colorado Department of Higher Education (CDHE) or 303-862-3001.

Project Name:	
Description:	
Fiscal Year of Appropriation:	
Project Appropriation:	

**BUDGET/ACTUAL COSTS**

Source	Initial Costs	Actual Costs
Professional Services	\$	\$
Hardware/Equipment	\$	\$
Software	\$	\$
Cloud Services	\$	\$
Backup, Disaster Recovery, and Business Continuity	\$	\$
Other/Contingency	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>

**REVERSION OF FUNDS**    Reversion Date: \_\_\_\_\_ Reversion Amount: \_\_\_\_\_

**SIGNATURE APPROVALS**

	Name	Signature	Date
Principal Representative of Institution			
Principal Information Technology Representative of Institution			
CCHE/CDHE Authorization			
Date copy sent to State Controller's Office: _____ <b>(CDHE ONLY)</b>			

**PLEASE RETURN FORM TO DEPARTMENT OF HIGHER EDUCATION**