

# Diocese of Fort Wayne-South Bend

## DIOCESAN BUSINESS OFFICE

Archbishop Noll Catholic Center

915 South Clinton Street, P.O. Box 390, Fort Wayne, IN 46801 Phone:  
(260) 422-4611 Direct Line: (260) 399-1416 FAX: (260) 423-3382

### CONSTRUCTION AND CAPITAL EXPENDITURE APPLICATION Buildings and Improvements Committee

Parish Name \_\_\_\_\_ Parish No. \_\_\_\_\_

\_\_\_\_\_ Site Work \_\_\_\_\_ Cost \_\_\_\_\_

\_\_\_\_\_ Purchase of Real Estate \_\_\_\_\_ Date Project to Start \_\_\_\_\_

\_\_\_\_\_ New Building Construction \_\_\_\_\_

\_\_\_\_\_ Remodel Work \_\_\_\_\_

\_\_\_\_\_ Repair and Maintenance \_\_\_\_\_

\_\_\_\_\_ Tuck Pointing \_\_\_\_\_

\_\_\_\_\_ Roofing \_\_\_\_\_

Amount on Diocesan Deposit \_\_\_\_\_ Amt. to be Withdrawn from Diocesan Dep. \_\_\_\_\_

Amount in Checking \_\_\_\_\_ Bal. in Parish Checking after Withdrawal \_\_\_\_\_

Amount of Any Other Savings \_\_\_\_\_ Current Diocesan Loan Amount \_\_\_\_\_

Expenditures Will be Paid from Current Funds available: [ ] Yes [ ] No

Amount of New Loan Needed \_\_\_\_\_ Total Current Debt to the Diocese \_\_\_\_\_  
(Includes unpaid bills)

Estimated Debt Retirement Amount Left to Be Paid Upon Project Completion \_\_\_\_\_

Explanation of Project or Purchase \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor \_\_\_\_\_  
(Supplier)

Design Professional \_\_\_\_\_  
(Real Estate Purchase Professional)

Address \_\_\_\_\_

Address \_\_\_\_\_

Requested by \_\_\_\_\_

Date \_\_\_\_\_

#### NOTE:

Any expenditure **over \$50,000** must receive approval. All major construction and purchases must be awarded on a bid basis. Bids must all be based on the same construction documents (plans and specifications as applicable to define the scope of the work for construction) or on the same request for quotes (specification as applicable to define the scope of supply for purchases). Send electronic copies of three bids and attach construction documents, request for quotes, or any other pertinent information to [jryan@diocesefwsb.org](mailto:jryan@diocesefwsb.org). Projects are to comply with Diocesan policy requirements regarding insurance, and bonding as detailed on attached page.

REV. 06/2022