

Temple Facilities Request

TEMPLE FACILITIES DIVISION
TEMPLE DEPARTMENT
50 E NORTH TEMPLE ST RM 400
SALT LAKE CITY UT 84150-6400

1. TFR number (provided by the Temple Department)

Facility Information Items 2–15 should be completed by the temple staff before the form is submitted to the Temple Department (see instructions on reverse).

| | |
|---------------------------------------|--------------------|
| 2. Name of temple or support facility | 3. Property number |
|---------------------------------------|--------------------|

Requested By

| | | | | |
|-----------------------------------|----------------------------------|---|-------------------|-----------------------|
| 4a. Signature of temple president | 4b. Signature of temple recorder | 4c. Signature of temple building engineer | 5. Date requested | 6. Desired start date |
|-----------------------------------|----------------------------------|---|-------------------|-----------------------|

7. Nature of Request

Capital equipment
 Concept approval
 Design request
 Insurance replacement
 Project funding
 Purchase of equipment or furnishings
 Other: _____

| | | |
|--|---------------------------------|----------------------------|
| 8. Priority of request <input type="checkbox"/> Routine <input type="checkbox"/> Urgent <input type="checkbox"/> Emergency | 9a. Emergency approval by _____ | 9b. Date of approval _____ |
|--|---------------------------------|----------------------------|

Project Information

| 10. Task list | | 11. Briefly describe the projects or maintenance items. Attach all required project submittal documents, including the bid summary sheet. Use a separate form for each building involved. | 12a. Estimated cost (local currency) | | 12b. Bid or PO. cost (local currency) | |
|---------------------------------|-------------|---|---|--|---------------------------------------|--|
| Date | Item number | | | | | |
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| 13. Total local expenses: _____ | | | 14. Total foreign country expenses: _____ | | 15. Total cost (local currency) _____ | |

16. For Headquarters Use Only The funds approved are to be used only for the projects described above.

| | | | | | |
|--|----------------------|--|--|---|---------------------------|
| Approval date (TFD) | Approval date (TDEC) | Approval date (AC) | Approval signature by Temple Facilities Division or Finance Division | | |
| Required documents <input type="checkbox"/> Bid exception <input type="checkbox"/> Insurance certificate | | <input type="checkbox"/> 2 + bids <input type="checkbox"/> Bonds | | <input type="checkbox"/> 3 + bids <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Contract <input type="checkbox"/> Local currency approved | | | | | |
| Processing in the U.S. and Canada | GLBU | DEPTID | Account | Product | Project |
| | Project: PC BU | | Activity ID | Resource type | Resource category |
| International Processing | Unit CC | Account and suffix | | Project | Budget rate dollar amount |

17. Commitment Record Use a Temple Facilities Request Addendum for additional lines.

| Date | Commitment | Committed amount | Actual amount spent (local currency) | |
|-------|------------|------------------|--------------------------------------|--|
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| | | | | |
| Total | | | | |

18. Project Completed, Inspected, and Accepted

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|-------------------------------|------------------------------|---------------------------------------|
| Signature of temple president | Signature of temple recorder | Signature of temple building engineer |
|-------------------------------|------------------------------|---------------------------------------|

Instructions

Approval from the Temple Department is required for requests involving maintenance, repairs, purchases, or replacements that cost more than U.S. \$5,000 or if the request would change the structure, function, mechanical systems, landscaping, or interior decor of the temple, including removing, replacing, or relocating furnishings or artwork.

Use the Temple Facilities Request (TFR) form to request this approval. If approval is given, the form is also used to track project expenditures.

The temple staff completes items 2–15 of this form and sends it to the Temple Facilities Division of the Temple Department (see the *Temple Engineering Handbook*, appendix C, item 12 for complete instructions on submitting requests). A copy of the form is also kept on file at the temple.

After receiving the request, the Temple Facilities Division reviews it, obtains appropriate approvals, completes section 16, and returns the approved form electronically (as a PDF) to the temple recorder.

When the work is invoiced and completed, the temple staff completes items 17 and 18 of the form and sends a completed copy of the form to the Temple Facilities Division. A Temple Facilities Request Addendum is used as an attachment to the request form if section 17 does not accommodate all the commitment activity on the project. Outside the U.S. and Canada, the area or regional office may be involved in the invoicing and payment process.

Below are explanations of individual items on the form.

1. TFR numbers are assigned by the Temple Department after the form is submitted for approval.
2. Write the name of the temple or the specific support facility that is involved. Two facilities may not be combined on one form.
3. Write the property number of the facility.
4. The temple president, temple recorder, and temple building engineer should each sign the form indicating their knowledge and support of the request.
5. Write the date of the request.
6. Write the desired start date.
7. Check the appropriate box to show the type of request being made.
8. Check the priority of the request—routine, urgent, or emergency—according to the need. Most requests are of a routine nature.
9. When emergency approval is given, write the name of the person who gave the approval and the date it was given.

10. List the date of the inspection in which the requested item or project was identified, and list the item number (as shown on the Temple Facilities Inspection Worksheet).
11. Give a brief, one-line description of the requested project or item.
12. Indicate either the estimated cost of the request or the actual bid or purchase-order cost. Be sure to include materials, fees, labor, shipping, duties, taxes, and any other pertinent costs.
13. Use local currency to indicate the total of all expenditures to be paid in country.
14. Use foreign currencies to indicate the total of all expenditures to be paid out of country. Attach a detail of these amounts.
15. Total the line-item costs. This figure should also equal the sum of lines 13 and 14. The total cost of the project should not exceed this figure. After completing items 2–15, send the form to the Temple Facilities Division at the address at the top of the form.
16. This section is for the Temple Facilities Division to use in processing and approving the request. If the request is approved, approval dates and an authorizing signature are found in the first four boxes. The required documents that are checked in this section should be kept in the project file at the temple. An approved cost code is also provided.
17. List each commitment made against the cost code, including all the information requested. Use the Temple Facilities Request Addendum for any commitments that do not fit in the space provided on the TFR form. If furnishings or equipment are ordered and paid for by Church headquarters and are received in acceptable condition, the temple recorder should verify this by writing *P.R.* [purchase requisition] *paid by headquarters* in the “Commitment” column.
18. At the end of the project, the temple president, temple recorder, and temple building engineer should each sign to certify that the project has been successfully completed and that all payments have been made.

After the form has been signed, send a copy to the Temple Facilities Division. The Finance Division will close out the project, and all costs indicated will be taken as final. **If funds were spent beyond what was authorized on the form, please attach the approved change orders to the form to justify those expenditures.** Keep the original form on file indefinitely for historical use and to show that the project closed.

Temple Facilities Request Addendum

Please attach this addendum to the back of the Temple Facilities Request form as needed to provide additional lines for completing the “Commitment Record” section of the form (section 17). Write the total of all payments from both forms at the bottom of this addendum.

Facility Information

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|------------------------------------|--|
| Name of temple or support facility | TFR number (from the Temple Facilities Request form) |
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Commitment Record Continued from Temple Facilities Request form.

| Date | Commitment | Committed amount | Actual amount spent (local currency) | |
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