

St. Elizabeth Ann Seton Parish & Seton Catholic Schools

WORK APPRAISAL FORM

▪ **Work/Project Proposal**

DATE: _____

_____	_____
_____	_____
_____	_____
_____	_____

▪ **Type of Work:** Electrical ☐ Masonry ☐ Painting/Plaster ☐ Cleaning ☐ Heat/Air ☐

Or Describe _____

Does this work need immediate attention? Yes ☐ No ☐ Potential damage ☐

Location: _____ Start date of work: _____ End Date: _____

▪ **Estimated expenditure:**

Budgeted ☐ Grant ☐ [Name: _____ YEAR _____] Emergency ☐ Donor ☐

Bids needed ☐ Person obtaining bids _____

▪ **Review by Business Manager & Principals**

▪ **Approval by Pastor or Finance Council**

Please note that any work beyond \$2000 must be submitted for review and appraisal. All new projects must have three bids. All invoices must comply with estimates of bids reviewed and approved.

Pastor's approval: _____

Date: _____