

BUSINESS CASE FORM
FOR EXCEPTION FROM RESOURCE CONSERVATION MANAGEMENT POLICY



Date: _____

TO: DAS Energy Conservation Policy Committee (ECPC) – Elin Shepard, Sustainability Coordinator

FROM: _____

TITLE: _____

BUILDING: _____

LOCATION IN BLDG: _____

1. Summary of request:

(a) Provide a detailed description of the request. _____

(b) Discuss why the request is needed and why it's the best decision. _____

(c) Discuss whether your agency has the funds to pay for the increase in cost that may result. _____

2. Alternative options considered (please list): _____

3. Additional comments: _____

Executive Review (to be completed by approval authority): _____
(signature)

Approved by ECPC
Approval expires on: _____
Please explain: _____

Denied by ECPC
Requestor may reapply after 90 days.
Please explain: _____

