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: _________________________________________________________________
       __________________________________________________________________________________
       __________________________________________________________________________________

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Executive Review (to be completed by approval authority): ____________________________

☐ Approved by ECPC
  Approval expires on: ________________
  Please explain: ____________________________ ________________________________________________

☐ Denied by ECPC
  Requestor may reapply after 90 days.
  Please explain: ____________________________ ________________________________________________