

PROJECT REQUEST FORM

I. PROJECT REQUESTOR (Complete Sections I through IV)

Name _____ Date _____
Title _____ Extension _____
Department _____ Location _____
Contact Person (if other than above) _____ Extension _____

II. PROPOSED PROJECT (Describe project scope, need, and location, and attach other necessary information)

Status of Project:

- | | |
|--|---|
| <input type="checkbox"/> Will need assistance in developing plans/specifications | <input type="checkbox"/> Have plans/specifications for review |
| <input type="checkbox"/> Will need assistance in developing furniture layout | <input type="checkbox"/> Have furniture layout for review |
| <input type="checkbox"/> Other (explain below) | |

III. PROPOSED USE (Will the proposed project change the current use of space?) No Yes (please describe)

IV. SOURCE OF FUNDS

- Self-Supported Program
- Auxiliary (501.c3)
- Use of general funds (limited to \$100,000 maximum on capital improvement project per Budget Act Section 6.0)
- Request for project to be placed on Minor Capital Project List (under \$600,000) for possible future funding
- Other _____

V. PLANNING, DESIGN & CONSTRUCTION (PD&C)

PD&C will schedule an interview (project goal setting and date gathering) Date _____
meeting to review Pre-Project Work plan and recommendations Date _____