



# Project Request Form

## Requestor Information:

---

Name/Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

E-mail: \_\_\_\_\_

Extension: \_\_\_\_\_

Requestor's Office: \_\_\_\_\_

Campus: \_\_\_\_\_

## Services Requested:

---

Detailed Description of Work Requested (attach additional information as necessary):

---

---

---

---

---

---

---

---

Justification for Work Requested (attach additional information as necessary):

---

---

---

---

---

---

---

---

Location for Requested Service:

Campus: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Required by Date: \_\_\_\_\_

**Type of Request** (check one or more):

- |  |   |
|--|---|
| <input type="checkbox"/> Renovation or Remodel                     | <input type="checkbox"/> Building Systems Replacement |
| <input type="checkbox"/> Utility Services (elect, water, plumbing) | <input type="checkbox"/> New Building or Facility     |
| <input type="checkbox"/> Grounds and Parking Lot Improvements      | <input type="checkbox"/> Utilities System             |
| <input type="checkbox"/> Acquisition of Specialized Equipment      | <input type="checkbox"/> IT – AV Systems/Cabling      |
| <input type="checkbox"/> Furniture                                 | <input type="checkbox"/> Other: _____                 |

## Funding Source

---

- Departmental Budget (Specify: \_\_\_\_\_)  Building Fund  
 Grant  Renewal and Replacement  
 Campus Provost Funded  RFS  
 Bond  Facilities and Construction - Furniture

Cost Estimate (attach additional information as necessary): \$ \_\_\_\_\_

## Approvals

---

**Vice President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Provost:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CIO/Director IT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**VP of Facilities/Constr:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**EVP/SVP:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chief Financial Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

## Facilities Services Use Only

---

Received by PDC: \_\_\_\_\_ **Date:** \_\_\_\_\_

Project Manager Assigned: \_\_\_\_\_ **Date:** \_\_\_\_\_

Project Number / Description: \_\_\_\_\_ **Date:** \_\_\_\_\_

### PLEASE FORWARD TO:

Christopher Eyle  
Vice President Facilities & Construction