

Submit completed form to Cindy Moxley in Facilities Management, FM101

Department or office making request:	Date of request:				
Description of request: Building: Room #:					
Justification for request:	Request's relation to: [explain all that apply]: Mission and Curriculum _____ Student services _____ Infrastructure _____ Institutional support _____ Public service _____ Auxiliary/ancillary support _____ Tenant space _____				
Cost estimate: \$	<u>Source(s) of funding for request:</u>				
Source of cost estimate:	Funds from your department: \$ _____				
*Please also include a map of the area and any necessary documentation (limit to 2 pages)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Fund</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Org</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Program</td> <td style="width: 25%; border-bottom: 1px solid black; text-align: center;">Account</td> </tr> </table>	Fund	Org	Program	Account
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Dept. Contact Name & Phone No.: _____	Campus Planning Committee funds: \$ _____				
Endorsement statement and signature of Dean or Division Head:					
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>					
Endorsement statement and signature of Provost or Vice President:					
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>					
OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE					
Action of Campus Planning Committee: Approved ____ Disapproved ____ Further Study ____					
Date of action: _____					
Comments:					
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>					