

TROY UNIVERSITY

PROJECT REQUEST FORM

Is the occupancy of the space changing? If yes, then approval from the Senior Vice Chancellor assigned the usage of space is required! _____

Sr. Vice Chancellor over affected space Date

Are any structural changes being made? If yes, then approval from the Senior Vice Chancellor of Finance and Business Affairs is required! _____

Sr. Vice Chancellor of Finance & Business Date

Requestor (Name, Location, and Phone Number)

Date of Request

Sponsoring Department

Funding Source

Desired Completion Date

Related Upcoming Events

Description of Work to be Performed (Please include specific scope of work being requested)

Justification for Work (Please attach supporting documentation if necessary)

Approvals (Project Request Form must be signed by Requestor, Department Chair, and Dean or Director)

Requestor Date

Name and Title

Department Chair Date

Name and Title

Dean or Director Date

Name and Title

All projects must be approved by the Provost or Vice Chancellor over the requesting department.

***All requests that will physically alter a building must be approved by the Chancellor's Office.**

Administrative Use Only

Estimated Budget

- Unplanned
- Master Planned
- Alters Physical Space*

Estimated Schedule

Project Manager Acknowledgement Date

Project Name Assigned

Physical Plant Director Acknowledgement Date

Request Type:

Comments: