Capital Improvement Project Request

Phase I - Conceptual Approval (Fill out Phase I of Request form. Deliver form to Planning Operations & Maintenance Facilities(PO&MF) once all of the signatures have been obtained.)

Requestor: _____ Department: _____
Date of Request: _____ Phone Ext.: _____
Requested Completion Date: _____

Campus/ Building/ Room Number: _____
Project Description: _____

Project Justification: _____

Conceptual Approval

Director/ Dean: _____ Date: _____
Campus Admin.: _____ Date: _____
Vice President: _____ Date: _____

Phase II - Initial Planning Fees (If initial planning fees are required, funding must be appropriated prior to PO&MF beginning work on the project.)

Planning Fees Required? Yes Amount: _____

FOP&M: _____ Date: _____
VP of Administration: _____ Date: _____
VP of Finance: _____ Date: _____

Account Number: _____

Phase III - Design & Estimate (PO&MF will contact Requestor and develop required documents, specifications and estimates.)

Attached Floor Plans/ Documents? Y/ N Estimate: _____
Master Plan Compliance? Y/ N Job #: _____

FOP&M: _____ Date: _____

Phase IV - Funding Approval (PO&MF will return CIP request with project estimate to Requestor. Requestor must obtain required funding. Once an account number is assigned to the project, FOP&M will add the project to the construction schedule.)

Board of Regents Approval Required? Y/ N BOR Approval Date: _____
VP of Adminstration Funding Approval: _____

VP of Finance: _____ Date: _____

Account Number: _____