



Please answer all of the questions on this form, attach additional pages as necessary, complete the signature block, and send the entire packet to the Vice Chancellor for Administration and Finance.

Describe Project / Program and Identify Funding Source

Building Name		Project Title	
Contact	Department	Phone Number	Email
Account Number		Account Name	

Explain why this project is necessary. *(Use additional pages as necessary)*

Define the scope of the project. Tell us everything you hope to accomplish as well as expected consequences if project is not approved. *(Use additional pages as necessary)*

Describe how the project fits into the campus master plan. *(Use additional pages as necessary)*

Describe how the project fits into the campus strategic plan. *(Use additional pages as necessary)*

Identify possible funding sources. *(Use additional pages as necessary)*

Define the anticipated space required and explain any functional deficiencies of existing space. *(Use additional pages as necessary)*

Departmental Approval

Department Chair/Director's Name	Chair/Director's Signature	Date
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College/School Approval

Dean/AVC's Name	Dean/AVC's Signature	Date
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Provost/Vice Chancellor's Approval

Provost/Vice Chancellor	Provost/Vice Chancellor's Signature	Date
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Senior Leadership Group Use Only

Approve for Additional Planning: _____

Reject: _____
