

CAMPUS PLANNING, DESIGN & CONSTRUCTION
PROJECT REQUEST FORM

When completed, print form, obtain required signatures for Department Approval and forward to Campus Planning, Design & Construction. Thank you.
Mail Code – 1025, Fax x6512 or x1279.

Project Information	Project Name: _____	Proposed occupancy date: _____
	Date of Submission: _____	Locations (bldg/floor/room): _____
	Department: _____	Contact Person: _____
	Requester: _____	Fax #: 679- _____
	Phone: _____	Mail code: _____
Description of Project / Justification / Sequencing (attach additional pages if necessary): _____ _____		

Option A	CHOOSE THIS OPTION TO REQUEST A CONCEPTUAL PLAN AND ESTIMATE FOR A PROPOSED PROJECT		
	<input type="checkbox"/> ESTIMATE ONLY (No Funding Required)		
Requesting Department Head Approval		_____ (Print Name)	_____ (signature)
			_____ (date)

Option B	CHOOSE THIS OPTION TO PROCEED WITH DESIGN CONSTRUCTION FOR AN APPROVED PROJECT						
	<input type="checkbox"/> PROJECT DESIGN & CONSTRUCTION Estimated Total Project Cost: \$ _____						
	Requesting Department Head Approval		_____ (Print Name)	_____ (signature)	_____ (date)		
	Department Approval	Department	Ledger-Account	\$ Amount	CA #	Requesting Program Senior Financial Designee Approval	Date
			- 9530			_____ (Signature)	
						_____ (Print Name)	
			- 9530			_____ (Signature)	
					_____ (Print Name)		
			- 9530			_____ (Signature)	
					_____ (Print Name)		
Finance Approval	OPERATING BUDGET OFFICE APPROVAL		_____ (Print Name)	_____ (signature)	_____ (date)		
	CHIEF FINANCIAL OFFICER APPROVAL		_____ (Print Name)	_____ (signature)	_____ (date)		
	FINANCE USE ONLY:		Project FRS Coding	Total Project FRS Amount	Initials/ (date)		
			- 9530				
		- 9530					
		- 9530					

CPDC USE ONLY

*Status: Initiate Pending Approval A&E Selection Design Procurement Construction									
Program: Clinical Education Research Infra/Admin					*Institutional Division: JDH SOM SODM Admin UMG				
*Project Type: MAJOR MINOR			*Sub – Project Type: Bond Deferred Maintenance Finance Corp UCHC						
*Del. Method: Construction Manager @ Risk Design/Bid/Build Design/Build IDOC MAC Mini MAC N/A Task Labor TBD									
*Project Category: DM-Building DM-Code/ADA DM-Infrastructure DM-Renovation/Lump Sum New Renovation									
*CPDC Design: <input type="checkbox"/> Y <input type="checkbox"/> N					ICRA Required: <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> TBD				

Assigned Project Manager: _____ Assoc VP CPDC _____