

PROJECT REQUEST AND APPROVAL FORM

Date:

Request #:

STEP 1: PROJECT REQUEST:

Campus:

Building:

Room(s):

Description:

Desired Completion Date:

Project Request Approval: Your signature means that you are in favor of the project, and it can move forward to design/pricing. **This approval does not mean that project funding has been approved.**

Requestor

Department Chair/Dean

VP/Provost

VP/Finance & Operations

Approved Project Request (Step 1) should be emailed to Facilities@mga.edu. When budget estimate is complete, Facilities will email this form back to requestor to proceed with Step 2.

STEP 2: PROJECT FUNDING AND APPROVAL:

Project Budget Estimate (Attach copy of estimate): \$

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Project Approved/Not Funded:

Project is approved but funding is not available. This project will be included in the next MRR request cycle.

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Project Approved/Funded: Institutional Funds/Grant/Departmental Budget/Year End

Dept. Chair/Dean

VP/Provost

VP/Finance & Operations

Approved form (Step 2) should be emailed to Facilities@mga.edu

STATUS OF REQUEST:

Designed

Scheduled

Completed

The requestor is responsible for submitting a *Space Utilization – Change in Use Form* if:

1. This project results in a change of use (i.e., from an office to a tutoring room)
2. This project results in a change to the building room numbering system
3. This project results in changes to square footage of the space (new space is created or combined).

If furniture is needed for this project, the requestor is responsible for submitting a *Furniture Request Form*.