



# Project Request Form

Planning and Construction Services  
PCS-PRF-2017.1

## REQUESTOR INFORMATION

Contact Name \_\_\_\_\_  
 Contact Title \_\_\_\_\_  
 Division Please select from list \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 VP Name Please select form list \_\_\_\_\_  
 PRF Completed By \_\_\_\_\_

## PROJECT INFORMATION

Building or Site \_\_\_\_\_  
 Room or Area \_\_\_\_\_  
 Is this space currently assigned to the requesting department?  
 Yes  No   
 Date of Request \_\_\_\_\_  
 Desired Start Date \_\_\_\_\_  
 Desired Compl. Date \_\_\_\_\_

## FUNDING *Please check one and include amounts*

Requesting department is fully funding project.   
 Requesting department is partially funding project.   
 Project is currently unfunded   
 Amount available if fully or partially funded \_\_\_\_\_  
 Is project being funded through auxiliary or housing reserves?  Yes  
 Chart String (If applicable) \_\_\_\_\_

## PCS USE ONLY

Date \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Validated By: \_\_\_\_\_  
 PCS Director: \_\_\_\_\_  
 PM Assigned: \_\_\_\_\_  
 Comments: \_\_\_\_\_

## PROJECT DETAILS *Attach additional sheets as needed.*

Description of Project Scope *Please be specific, and attach supporting documents or sketches as needed*

Justification for Project

Consequences for not completing this project within requested time frame

## APPROVALS

Director/Chair	Date:
AVP/Dean	Date:
Division VP	Date:
VP Bus & Fin	Date:

PCS USE ONLY		
Approved by: AVP CP&F		
PRF No.	Project No.	Entered by/Date

Questions? Planning and Co Services  
 Phone: x96371