**Construction, Renovation, and Equipment Upgrade**

**Project Approval Form**

|  |  |
| --- | --- |
| **Project Title:** |       |
| **Person Requesting Project:** |       | **Date:**  |       |
| **Contact Information Phone:** |       | **Email:**  |       |
| **Justification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(**Briefly describe the department need/requirement for this project)     **Project Description\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Project Summary: (**Attach diagram if available**)**     **Project Objectives:** (Provide a brief statement regarding major deliverables)      |
| **Equipment:** (List equipment and costs)     **Software Required:** (List software and costs)     **Furniture Required:** (List furniture and costs)     **Financial\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Projected Construction/Renovation Costs: (**Attach Estimate Form F-2)**Facility Construction/Renovations/Funding Source:**      |
| **Equipment/Furniture/Other Funding Sources:**      |

**Construction, Renovation and Equipment Upgrade**

**Project Approval Form**

**Project Approval Sign Off**

**Project Title:**

**Estimated Cost:**

**Desired Project Completion Time Frame:**

 **Approval/Disapproval - Initials and Date**

**Dean/Director**  **[ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Facilities [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AVP for MIS [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AVP (If applicable) [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AVP for Facilities and Support Services [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VP for Legal Services/Risk Management [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior VP for Business and Finance [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Senior VP Academic and Student Services [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**President [ ]  [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note 1: Copies of approved project requests will be provided to the Project Requestor, Dean and appropriate Directors.**

**Note 2: Attach all additional documentation necessary to support request.**

**Note 3: Desired project completion time frame will be taken into consideration for planning purposes. However, other factors including equipment and material lead times and existing work load may impact the actual project delivery date.**