EDUCATION AND GENERAL CAPITAL REQUEST FORM
Fiscal Year 2003/04

Department Requesting Work: ____________________

Priority of:

Department____
Dean, or Asst/Assoc Vice President____
Vice President____

Scope of Remodeling: (project work required): Attach supplemental information if necessary.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Justification of Need: (new or expanding “program” requirements, etc.):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Strategic Planning Priority: Goal No. ______ Priority. ____________________________

Background Data:

a. Was a “Construction Project and Space Request” form previously completed through Step No. 9?:
   Y or N (Circle One)

b. Building No. or Name: __________________________
   * Room(s): __________________________
   * Space Classification (circle or underline):
     Existing Use: Classroom, Office, Conference Room, Lab/Research, Medical, Support function
     Identify if another existing classification:
     Proposed Use: Classroom, Office, Conference Room, Lab/Research, Medical, Support function
     Identify if another existing classification:

c. Existing Space Net Assignable Square Feet (S.F.): ____________NASF

d. Proposed Space Net Assignable S.F. after remodeling: ____________NASF

Desired Project Completion Date: __________________________

Available Funding (Amount & Source): __________________________

Chair/Director Signature __________________________ Date __________________________

Dean, or Asst/Assoc Vice President Signature __________________________ Date __________________________

Vice President Signature __________________________ Date __________________________

OFFICE USE ONLY:
Maint. Req. __________________________
Minor Proj. Req. __________________________
Major Capital: __________________________