|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: |  | Submission Date: |  |
| Requesting Department: |  | Requestor Signature:  |  |
| Project Location: |  |
| Estimated Start Date: |  | Estimated Completion Date: |  |
| Project Description:  |  |
|  |
|  |
|  |
|  |
|  |
| Requestor Contact Information:  |
| Name: |  | Title: |  |
| Phone: |  | Email: |  | Bldg/Room: |  |
| Proposed Source of Funding: |  | Signature: |  |

Funding Source: [ ]  University [ ]  MURC [ ]  Foundation

*Furnish sketch and measurements if possible; attach and submit via approval level.*

|  |
| --- |
|  |

Please complete all information, print and forward the completed form to your Chairperson, Dean, or Director.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Approvals** | **Signature** |  | **Date** | **Priority** |
|  |  |  |  | *High/Medium/Low* |
| Director, Physical Plant: |  |  |  | □ □ □ |
| Dean/Director: |  |  |  | □ □ □ |
| Provost: |  |  |  | □ □ □ |
| Senior V.P. for Administration: |  |  |  | □ □ □ |