

# Capital Project Request

Date: \_\_\_\_\_

Project location:

Project description\scope of work:

Request for (check one):

- Space Planning or Interior Renovation
- B Building Expansion or Addition
- New Building Construction

How many students do you expect will benefit from this project? \_\_\_\_\_

Explain:

Briefly explain how will campus academic or other programs be affected by this project?

Briefly explain how will this project advance the mission of your department?

	Yes	No	
			Account #
			Account Name
			Amount

**Construction Cost Estimate:**

(Should include F&E and abateme

**Project Total:**

Conv. Bid

**Method of Finance Required:**

J.O.C.

CMAR

Requested by:

Contact Information

Department:

Email:

## Authorization

Director of Facilities Management

Budget Officer

Grant Accounting (if applicable)

Dean/Director

Controller

Vice Chancellor