

Project Request Form Instructions

The Customer Representative should provide the information listed below on the Project Request Form (PRF) before submitting the PRF to Campus Design and Facility Development.

Requestor Information

Requestor Name: Name of the person initiating the project request

Requestor Title: Title of the person initiating the project request

Department: Department of the person initiating the project request

Date: The date that the PRF was filled out by the requestor

Customer Rep: Name of the customer representative

Rep Phone No: Telephone number of the customer representative

Scope

Building and Room No(s): List the building and room(s) for the project request.

Briefly Describe Project: Provide a description of the requested project with as much detail as is possible at the time the request is submitted.

Type of Space: Check the box (or boxes) that best describes the type of space.

Type of Project: Check the box (or boxes) that best describe the type of project being requested.

Schedule and Budget

Completion Date: Provide the requested project completion date.

Funding Source: Check the appropriate box to indicate the source of funds for the project.

Oracle Number: Include the Oracle string number that will fund this project.

Budget: Provide the available budget amount for this project.

Authorized Signatures

Provide the signatures of the Department or Division Head and the Dean or Vice President authorizing the project request.

CDFD Use Only

Please note that CDFD will submit the Project Request Form to the Provost for signature and final approval to move forward.