



## Capital Project Request

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

Request for (check one):

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

Project location: \_\_\_\_\_

Project description \scope of work: \_\_\_\_\_

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

How will campus academic or other programs be affected by this project? \_\_\_\_\_

How will this project advance the mission of your department? \_\_\_\_\_

Has funding been identified for this project? \_\_\_\_\_

Requested by: \_\_\_\_\_

Department: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized by: \_\_\_\_\_

\_\_\_\_\_  
Dean or Department Head Signature

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