



PROJECT REQUEST

Submittal Form

Requires Building Monitor, and Academic Dean or Department Head Approval

(The Dean or Department Head will submit request to Plant Services in order to be reviewed by the Space and Project Committee)

Requestor: _____ Phone# _____ Box # _____

Location and Project Scope:

Provide Rationale: (Strategic Mission Driven)

Full Accounting String to Charge for Project: _____

(Account#-Fund-Department-Program-Op Unit)

Will you pursue external funding (e.g. grants or donations) for this project? **Yes / No** (circle one)

Building Monitor Signature _____

Department Head Signature _____

Academic Dean Signature _____

Send to Plant Services (Box# 6029 or plantservices@georgefox.edu) for Estimate & Submittal to SPC

Note: *The Project is requested at this stage and is not approved.*

For PS Office Use Only: PR# _____

Submittal Date: _____