

### PROJECT CONTACT AND APPROVAL

Current Date \_\_\_\_\_ Desired State Date \_\_\_\_\_ (MM/YYYY) Desired Completion Date \_\_\_\_\_ (MM/YYYY)

Department \_\_\_\_\_

Initiator \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Project Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

*Project Contact: In direct connect with project manager oversees the daily oversight.*

Project Sponsor \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

*Project Sponsor: Identifies, defines, acquires funding for and makes a business case for project. Approves all scope changes.*

Dean/AVP/Vice President Signature \_\_\_\_\_

SVP/Provost/President Signature \_\_\_\_\_

### PROJECT DETAILS

☐ **DETAILED ESTIMATE** (budget available this FY) ☐ **FUTURE PLANNING ROM REQUEST FORM**

Building Name (if applicable) \_\_\_\_\_ ROM # (if applicable) \_\_\_\_\_ Space Code/Location (if applicable) \_\_\_\_\_

**WORK DESCRIPTION** (Include as much detail as possible. Provide specs, quotes, etc.)

### AUTHORIZATION UPON APPROVAL

**DATE APPROVED** \_\_\_\_\_

	Estimate	Change Order #1	Change Order #2	Change Order #3	Total Cost
Total Project Cost					

Amount	Fund	Cost Center	Ledger Account	Program	WD Project ID	Gift	Grant
Transfer to:							

Date Out		Printed Name	Signature	Date
	Project Manager for Estimate			
	Associate Vice President of Facilities	Lee Myers		
	CC Manager, Dean, AVP or PI (Up to \$15,000)			
	VP or SVP (Up to \$50,000)			
	CFO or EVP (Up to \$250,000)			
	President (Over \$250,001)			
	Research Office (if grant funded)			

### OFFICIAL USE ONLY

BUILDING CODE	WORK ORDER NO.	WD PROJECT ID	PROJECT MANAGER	DESIGNER	DATE COMPLETED