

Construction Request Form

For Final Design and Construction Funding Approval

(To be filled out by Project Manager or Requestor of Project, also attach Planning Request form)

1. Project Name and number: _____
2. Project Manager Assigned: _____
3. Final design signed off on by requestor: Yes No _____
4. Estimated Construction and Contingency Cost: _____
(Detailed budget sheet of total project cost and/or contractor quotes should be attached.)
5. Sign off of Facilities Design and/or Budget Sheet:

Requestor Approval:

_____/_____
Name – Date

Project Manager Approval:

_____/_____
Name – Date

Facility Planning & Design Services Approval:

_____/_____
John Anderson, Assistant Vice President for Facilities Date

Plant Operations Director Approval:

_____/_____
Jodie Sweat Date

6. Budget Approval

Budget Amount: \$ _____ Budget Account # _____

Funding Source: _____ Lapsing this year? Yes No _____

7. Budget Approving Authorities:
Department Head or Chair:

_____/_____
Name Date

Office of Budget and Planning:

_____/_____
Dawn Gamadanis, Director Date

If the project is not approved for any reason, the requestor will be notified in writing.