

Departmental Project Request Form

University of Louisiana Monroe

Original Request

Revised Request

Date: _____

Name: _____

Department: _____

Phone: _____

Building: _____

Room(s): _____

Existing Use: _____

Proposed Use: _____

Existing Area (SF): _____

Proposed Area (SF): _____

Will temporary relocation be necessary during the project? YES NO

Project Description: (what is required, why is it required, what materials are preferred, paint colors, what equipment / furnishings are preferred) Attach additional sheets and sketches as necessary.

Requested Completion Date: _____

Funding Source: (if donated, private, or grant funding is used additional documentation shall be required and should be attached to this form. Also attach any cost estimates from vendors, contractors, material suppliers, etc.)

Estimated Cost: _____

Banner Index: _____

Banner Fund: _____

Banner Org: _____

**Approving Agent Name &
Signature:** _____

APPROVALS REQUIRED:

(This portion of the form is to be signed by all parties listed below prior to beginning any project. Signatures should be obtained in the order they are listed)

Division Vice President: _____

Date: _____

Physical Plant Director: _____

Date: _____

Director of Facilities: _____

Date: _____

Vice President Business Affairs: _____

Date: _____

Departmental Project Request Form Instructions

University of Louisiana at Monroe

Requirements

A project request form is required to be completed for any project that will modify a University facility. A University facility for the purposes of this form is any facility, structure, or land that the University owns, rents, or leases.

Form Instructions

1. Please check if this is an original request or a revised request.
2. Complete the date, name, department, and phone number sections. The phone number should be your campus phone number.
3. Identify the building by its full names and provide the room numbers that will be affected by the project, if applicable.
4. Identify the existing use of the space (i.e. office, locker room, storage, etc.). Then complete the proposed use of the space, if applicable.
5. If known enter the existing area that will be affected by the project (report area in square footage). If known enter the area that will exist once the project is completed, if applicable.
6. Check whether or not temporary relocation will be required during the project.
7. Provide a detailed project description. Be sure to include all sketches and other ideas for the project. Be as detailed as possible. Also give a justification for the project (what is the need, why is the project required). Also under the requested completion date, please fill in the ideal date that the project needs to be completed by and explain why it has to be completed by this date.
8. Under the funding section provide an estimate of the work, if possible. Enter the Banner funding codes and also the name of the approving agent for that Banner Index. For projects that will be charged to multiple funding sources, please detail that information and the percentage to be charged to each funding source on a separate document, and attach it to this form.
9. Under the approvals section please obtain the appropriate signatures as requested.
10. Once all signatures have been obtained and the form completed please send it to the ULM Director of Facilities Management, located in the Physical Plant Building. Once your form is received we will make every effort to provide a detailed estimate for the project within fifteen working days, however, large or complex projects will take longer.