

## **Project Request**

Campus	ampus Department Information		Funding / Authorization	
Charlotte	Department:		Fund Source:	
<ul> <li>Collier</li> <li>Lee</li> <li>Hendry / Glades</li> </ul>	Requested By: Phone Number: Date:		Vice President or Ca	Dean Signature ampus President Signature
Project Information	1			
Location of Work:			Room Number(s):	
Description of Work	: (Attach sketch. Floor	r Plans available from	Facilities Planning.)	

OFFICE USE ONLY				
Project Type:	Department Information			
<ul> <li>Remodeling</li> <li>Renovation</li> <li>New Construction</li> <li>Negotiable (\$15,000 Max)</li> <li>3 Quotes (\$15,000 - \$25,000)</li> <li>Bids Required (&gt; \$25,000)</li> <li>State Contract SNAPS</li> <li>Date Received:</li> </ul>	Assigned To: Project Number: EPS Number: EPS Number: Survey Recommended: No Yes Number(s): Special Conditions:			

Submit Request to the Campus President for approval. When <u>APPROVED</u>, transmit signed copy to Director of Facilities Planning & Management and Campus Plant Operations Supervisor. *Retain a copy for your files*