

University of the Sciences in Philadelphia

Project Request Form

Use for any renovation, construction, alteration, engineering study or any work beyond normal repair and replacement.

Name (print): _____

Department: _____

Title: _____

Building: _____

Date: _____

Telephone: _____

Description of Request:

Description of Work (attach plans or sketches): _____

Statement of Need: _____

Consequences if request is not approved: _____

Identify funding source: _____ Not funded: _____

Electrical, HVAC or Other Utilities Needed: _____

Department Head or Dean: _____ Date: _____
Signature

Appropriate Vice President: _____ Date: _____
Signature

FORWARD TO DIRECTOR, FACILITIES SERVICES FOR REVIEW.

For Facilities Services Use:

Project Feasibility: Yes _____ No _____ Estimated Cost: _____

Space Renovation and Utilities Comments: _____

Director, Facilities Services: _____ Date: _____
Signature

FORWARD TO VICE PRESIDENT, FINANCE & ADMINISTRATION FOR REVIEW.

Vice-President for Finance and Administration - Final Review

Project Request Approved: _____ Project Request Not Approved: _____

Explanation / Comments: _____

Vice President, Finance & Administration: _____ Date: _____
Signature