



FACILITIES REQUEST FORM

Staff Use Only:

DATE RECEIVED:	PROJECT #:	
	PROJECT NAME:	

PROJECT DATA

Project Name:		Date Submitted:	
Requestor:			
Phone:		Email:	@seattleu.edu
College/School:		Department:	

REQUEST TYPE *(Mark all that apply.)*

<input type="checkbox"/> Program / Growth Planning	<input type="checkbox"/> Lease Options / Renewal	<input type="checkbox"/> Space Move <i>(group)</i>	<input type="checkbox"/> Change Space Use	
<input type="checkbox"/> Add Space	<input type="checkbox"/> Furniture / Equipment (FFE)	<input type="checkbox"/> Update <i>(carpet/paint/etc.)</i>	<input type="checkbox"/> Signage	<input type="checkbox"/> Repair / Fix
<input type="checkbox"/> Lab Equipment	<input type="checkbox"/> Other: _____			
Was this request approved in the annual budget process?	<input type="checkbox"/> Yes <input type="checkbox"/> No	New Hire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

REQUEST DESCRIPTION

- Location of work requested:

Building :		Floor:		Room #:	
Building :		Floor:		Room #:	
- Desired Complete Date: _____ Date Flexible? Yes No
- Brief description of the request: *(500 character limit)*

FUNDING

1. Funds Committed:	Department Funds Available? <input type="checkbox"/> Yes <i>(Complete #1 - #4.)</i> <input type="checkbox"/> No <i>(Collect Approvals of Concept)</i>
2. Source:	\$ _____ FY _____ Budget #: _____
3. Additional available, if needed?	<input type="checkbox"/> Operations Budget <input type="checkbox"/> Gift Funds <input type="checkbox"/> Grant <input type="checkbox"/> Internal Loan
4. Approval: <i>(Required if department funds have been, or are willing to be, committed. Must collect before collecting approvals of concept signatures.)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____	_____
BUDGET MANAGER / SGSU VP of FINANCE SIGNATURE	DATE
_____	_____
BUDGET MANAGER / SGSU VP of FINANCE PRINT	DATE

APPROVAL OF PROJECT CONCEPT *(To be obtained/submitted by requestor/sponsor.)*

Required for all student requests.

_____	_____
SGSU PPRESIDENT	DATE
_____	_____
DIRECTOR, STUDENT ACTIVITIES	DATE

Required for Planning, Lease, Space Move, Add Space, Change Space Use, or if funding is needed.

_____	_____
DEAN / DIVISION VP	DATE
_____	_____
PROVOST / EVP / CFO	DATE

NEXT STEP: - If funding IS needed, submit to your Division's Space Governance Representative.
- If funding is NOT needed, submit to Facilities Services at madored@seattleu.edu or CLMB 2nd Floor.

All FRF's will be reviewed and assigned on a weekly basis.

Questions? Contact: Lara Branigan, Director, Design and Construction 206- 296-2516 / Branigal@seattleu.edu