

Seton Hall University
PROJECT REQUEST AND APPROVAL FORM

*Form must be filled out electronically.
A signed hard copy should be sent to Facilities Engineering*

INITIAL REQUEST
(Completed by requestor)

Date: _____ Building _____
Project Name: _____ Floor : _____
Room No. _____

Describe the project scope in detail:

**Describe how this project or initiative falls within the strategic plan of the University.
Reference specific sections of the plan:**

Describe in detail how this project or initiative will benefit the University community.

Will the completion of this project impact the campus operating budget or individual department budgets? If so, how?

Will the completion of this project impact overall revenues to the University?

Describe the funding sources for the project and to what level the funds have been secured.

Requestor name: _____
Funding source and budget number: _____
Budget amount \$ _____
Desired start date: _____
Desired completion date: _____

Vice President Signature: _____ Date: _____
V.P supports the initiatives outlined in this request and confirms available funds for its completion.

FACILITIES ESTIMATE

(Completed by the Director of Facilities Engineering)

Date:

Estimated cost: \$

Conceptual plans (Y/N) indicate if plans are attached (Y/N)

Architectural design required (Y/N)

Permit required (Y/N)

Time frame for design: days

Time frame for construction: days

Note: design and construction durations begin after final project approval

Work performed in house or outside contractor

Comments:

Signature: _____ Date: _____

FINAL SIGN OFF
(Completed by requestor)

Project cost \$

Funding Source

Note: funding source must be approved by the Budget Director

Contractor/SHU Project Manager

Time line

Design days

Permits days

Projected start date

Projected completion date

Signatures: (routing shall follow in the order listed)

VP of requesting department _____

Date: _____

Budget Director _____

Date: _____

VP Finance & CFO _____

Date: _____

(forward to Facilities Engineering upon signing)