**Stonehill College**

**Space Improvement / Renovation Project**

**Preliminary Approval Form**

Requestor Department Phone Number E-Mail Address

Project Location Project Title Date

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| **PROJECT PLANNING** |

**Describe the proposed project implementation plan along with the project programmatic impact, including impact on other departments, if applicable (Attach additional information, if necessary):**

|  |  |
| --- | --- |
| Does this space involve other Departments or Divisions: Yes  No  If yes, has that Department or Division been informed:  Yes  No | **Proposed Schedule**  Desired Start Date:    Desired End Date: |
| **Signatures:** | |
| 1. **Requestor: Date:** | |
| 1. **Division Head: Date:** | |
| 1. **AVP for Finance/Operations: Date:** | |
| 1. **VP for Finance: Date:** | |

**Once paperwork is completed to this point, the form will be submitted to the Director of Facilities Management**.

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| **PRELIMINARY PROJECT APPROVALS** |
| **Estimated Total Project Cost** (including any preconstruction, i.e. architect fees, permits, electric, HVAC, plumbing, code requirements, etc.). Also include any furnishings, furniture or IT needs. Attach formal bid and architectural plans, if available. |
| **$** |

**Project Management Assignment**  **Project Manager:**  **Director of Facilities Management: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attached is the Following: Pricing, Timeline, and Impact to the Department.**

**Project Budget - Identify source of funding for proposed project request:**

Institutional Funding Source:  Departmental Budget Reallocation Request – Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Divisional Contingency Request

Capital Project Request

Grant Funded Request – Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gift Funded Request – Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Sent to:**  **Vice President for Finance**  **Assoc. Vice President for Finance/Operations**

**Director of Purchasing**  **Director for Information Technology**

**Division Head of Requestor**  **Requestor**

**Other**  **Other**

**Other**