**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:**
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**![C:\Documents and Settings\KCordeiro\Local Settings\Temporary Internet Files\Content.IE5\QEO0T42H\MC900434805[1].png]()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**