



Improvement/Furniture Request Form

Person Making Request _____

Building _____ Room _____

Is this improvement in conjunction with an office move? _____

Improvement Type _____

Details for the Improvement (List all Requested Items)

Dir/Dept Approval _____

Date Desired _____

VP Approval _____

Current Date _____

Account Number _____

Division _____

PROCEDURE:

- Improvement requests may only be submitted by a VP (30 days prior to need)
- Forms must first be sent to the VP of Administration and Finance for funding consideration before being forwarded to the President's Office for final approval. Please fax forms to **x3963**.
- President's Office will submit a Work Order to receive a cost and scheduling estimate for request.
WO# of Cost Estimate: _____ (to be filled in by President's Office)
- Operations will then submit costs and scheduling details back to the President's Office.
- If approved, the President's Office will submit a final approval Work Order to officially schedule the request or purchase.

Assignments, changes, and improvements of office space are processed by designated authority of the President's Office. Faculty and Staff must obtain written permission to make changes in space assignments, furniture arrangements, and decorating changes. While specific dates may be requested, Operations will set a date which allows ample time for notification of related departments, preparation of spaces and assignments of labor resources to complete the requests. By policy, furniture and most office fixtures remain with the space – not the person moving. Persons moving in a series of moves will not be assigned a move date until ALL related requests have been submitted and approved.

VP of Adm/Fin Approval _____

Date _____

President's Approval _____

Date _____

For Operations Use Only

Date Submitted to Office of Pres. _____ Cost of Improvement _____ Date Assigned to OPs _____

Work Order # _____ Date of WO _____ Date Requestor Notified _____