

PROJECT INITIATION FORM

Colorado State University-Pueblo Construction Remodeling Document

PART A (To be completed by Cost Center Manager)

Name of Requestor: _____ Date of Request: ___/___/___

Department/College: _____

Phone Number: _____ FAX Number: _____

PART B

Detailed Description of Project (what area(s) are affected and what work is anticipated to be accomplished). Attach any drawings, equipment specifications, etc, that may illustrate the project scope:

Grant: _____ Yes _____ No Grant Expiration Date: _____

PART C (Signature approval of Dean or Director)

Dean/Director Signature (Date)

PART D (To Be Completed by Facilities Management, and returned to requesting Dean or Director)

Cost Estimate: _____

To be Completed Internally _____ Requires Outside Contractor _____

Facilities Director Signature (Date)

PART E (To be completed by Dean or Director, and forwarded to appropriate Vice President for final approval and signature)

Proceed with project _____ Funding Source _____
Account Number to be charged _____

Dean/Director Signature (Date)

Sufficient funds exist in the Funding Account. Proceed with project _____

Fiscal Officer Signature (Date)

PART F (Required Signature of President and/or appropriate Vice President to proceed with project)

Provost or Vice President for Finance and Administration with delegation to Director of Facilities
in some cases (Date)

President (Date)

The completed form must be forwarded to Facilities Management with copies to the Unit Head, appropriate Vice President, and Purchasing Department.