



MEMORANDUM

To: Office of Space Planning and Utilization

From: _____ phone number _____

Subject: Request for Space Change

Date: _____

1. Type of space change requested:
____New / Additional Space ____Assignment ____Room Use ____Square Feet

If physical alterations are requested, are funds available from your department to cover expenses? ____Yes ____No ____Possibly (dependent on cost)

2. Describe and justify desired space change: (attached additional sheets if necessary; be as specific as is possible; providing adequate information will expedite the processing of the request)

3. If possible, provide the following information:

Proposed building for space request: _____

Proposed room number(s) & present use: _____

Program/Department currently using space: _____

Submitted: _____
Department Head/Project Director Date

Approved: _____
Dean/Director Date

Approved: _____
Appropriate Vice President Date