

Project Inquiry Form

E-mail the completed form to PIF.Facilities.Mgmt@liberty.edu, where it will be processed and the requester will be contacted by Facilities Management. Designs and/or cost estimates will be sent to the requesting department for approval. All funding related to the requested project is the responsibility of the requesting department and the responsible Executive.

Information about this form and Project Inquiry Process can be found on the Facilities Management web page.

General Information

Project Name:	_____
Requesting Department:	_____
Request Date:	_____
Request Project Completion Date:	_____

Project Request (Provide a general overview of the proposed project)

Building:	_____
Room # (s):	_____
Scope of Work:	_____
Attach any additional Details, plans or photos	_____

Funding Information

This project involves academic space such as classrooms, library, or faculty space: _____	
Is this project part of the current year budget? _____	
_____ University Funds (<i>Senior Administration Approval Required</i>)	
_____ Department:	Fund: _____ Org: _____ Acct: _____ Prog: _____ Activity: _____
_____ Other:	Fund: _____ Org: _____ Acct: _____ Prog: _____ Activity: _____

Approvals

Departmental Approvals:	I have reviewed and acknowledge that this request is necessary to the operation and mission of Liberty University.		
Dept. Head / Dean of School:	_____	_____	_____
	Print Name	Signature	Date
Senior Executive:	_____	_____	_____
(Exec. VP, Sr. VP, Provost, Athletic Dir., COO, CFO, President)	Print Name	Signature	Date

Administrative Approval:	I have reviewed and acknowledge that this request is necessary to the operation and mission of Liberty University.		
Sr. VP of Facilities Mgmt.	_____	_____	_____
	Print Name	Signature	Date