



Construction Proposal Request

Completed by: Facilities Planning & Construction
EP-1 No.:

Notice: All proposed construction (demolition and/or building of facilities improvements using traditional materials and skilled labor) must be approved, in advance, by the Executive Director of Facilities Planning & Construction. To submit request, please complete this form to mid page, including signatures and email the completed and signed form to Catelyn.Fritz@tamuk.edu with the Facilities Planning & Construction Office, MSC 111.

DATE: _____ FROM: _____ SIGNATURE: _____

DEPARTMENT: _____ PHONE: _____ FAX: _____ MSC: _____

(SOURCE OF FUNDING) ACCT. NAME: _____ ACCT. No.: _____

SCOPE AND LOCATION OF PROJECT: *Tell us your goal or wants. Explain why this project is necessary or important.*

SCHEDULE: *Please indicate deadline.*

***ACKNOWLEDGMENT:** As Department Head, I concur with request _____ Date: _____

As Dean, I approve request _____ Date: _____

As Vice President, I approve request _____ Date: _____

EXECUTIVE DIRECTOR FP&C: APPROVED NOT APPROVED _____

COMMENTS:

IF FUNDING IS REQUIRED ONLY

X _____
EXECUTIVE DIRECTOR OF FACILITIES DATE

X _____
VICE PRESIDENT OF FINANCE & ADMINISTRATION DATE

***Indicates Required Fields**