



# Construction Proposal Request

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

**Notice:** All proposed construction (demolition and/or building of facilities or improvements using traditional materials and skilled labor) must be approved, in advance, by the Associate Vice President of Campus Operations. To submit a request, please complete this form to mid page, including signatures and email the completed and signed form to [Gabriella.Salyers@tamuk.edu](mailto:Gabriella.Salyers@tamuk.edu) with the Office of Facilities, Planning, Construction, and Safety.

DATE: \_\_\_\_\_ FROM: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MSC: \_\_\_\_\_

(SOURCE OF FUNDING) ACCT. NAME: \_\_\_\_\_ ACCT. No.: \_\_\_\_\_

**SCOPE AND LOCATION OF PROJECT:** *Tell us your goals 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: \_\_\_\_\_

**AVP, Campus Operations:**  APPROVED  NOT APPROVED \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF FUNDING IS REQUIRED ONLY

X \_\_\_\_\_  
ASSOCIATE VICE PRESIDENT, CAMPUS OPERATIONS DATE

X \_\_\_\_\_  
VICE PRESIDENT FOR FINANCE & CHIEF FINANCIAL OFFICER DATE

\*Indicates Required Fields