

## Departmentally Funded Project Request Form

**STEP 1: PROJECT DESCRIPTION & REQUEST: (to be filled out by requesting Department)**

Building / Facility: \_\_\_\_\_ Room(s): \_\_\_\_\_

Project Title: \_\_\_\_\_

**Proposed Scope of Work:**

*Please identify all items that are requested by the proposed project. Check all that apply:*

**Is this work scope a single item request?**

**Are you requesting a Project Estimate Only for Budgeting Purposes?**

Yes  No

Office Furniture / Equipment

Seating, Lounge Furniture, or Similar

Classroom Furniture / Equipment

Accessibility / ADA Corrections

Wall Finishes (Paint, Wallcovering, Trim, etc.)

Relocation / Moving Services

Flooring (Carpet, Tile, etc.)

Signage (New or Modifications)

Window Treatments (Blinds, Shades, Film, etc.)

Other: \_\_\_\_\_

**Reason for Request (Business Purpose) / Project Description:**

*Please provide a complete description of services requested, reasons for request, & itemized list of furniture or equipment, etc. Please attach pages & drawings as necessary.*

Requested Completion Date: \_\_\_\_\_ Reason for Requested Completion Date: \_\_\_\_\_  
(Attach additional sheets if necessary)

**Project Funding Availability (Required for Project Consideration):**

Requesting Department / Division: \_\_\_\_\_

Acct. # for Funding of Project - Please supply **Fund / Org / Program**: \_\_\_\_\_

\$ \_\_\_\_\_  
Funding Available from the Department for the Project

**Project Requestor / Champion:**

Person who will be Departmental Daily Contact for Project

Requestor/Champions Name (Type or Print Legibly) \_\_\_\_\_

Requestor/Champions Title (Type or Print Legibly) \_\_\_\_\_

Requestor/Champions Signature \_\_\_\_\_

Email \_\_\_\_\_@emich.edu Phone Number \_\_\_\_\_

## Departmentally Funded Project Request Form

**Departmental Approval of Project Request:**

Signatory on Departmental Account (Department Head, Director or above)

\_\_\_\_\_  
Approvers Name (Type or Print Legibly)

\_\_\_\_\_  
Approvers Signature Date

\_\_\_\_\_  
Email Address Telephone

*(Department to forward to the Purchasing Department at Pierce Hall 204 / Phone: 734.487.1200)*

**STEP 2: ROM ESTIMATE ESTABLISHED:**

Estimate Received:  Yes  No

*(Please attach approved estimated showing Signatory Authority)*

**STEP 3: UNIVERSITY FINANCIAL APPROVAL**

*Submit to Purchasing Office (Pierce 204)*

**University Financial Approval:**

\_\_\_\_\_  
Michael Valdes, Chief Financial Officer Date

**University Financial Approval (if Estimate is over \$250,000.00):**

\_\_\_\_\_  
James Smith, President Date

**INSTRUCTIONS / GUIDELINES for the DEPARTMENTALLY FUNDED FF&E PROJECT REQUEST FORM**

**Step 1:** *This Section shall be completed by Requesting Department*

- Identify the Project by Name, Location, and Proposed Scope of Work.
- Prepare a Reason for Request (Business Purpose) / Project Description and include all associated drawings, sketches, quotes, or similar supporting the proposed work scope. (Please include proposed timeline for completion.)
- Identify the Department account, appropriate account number, and available funding.

**Step 2:** *This Section to be completed by the Requesting Department upon review of provided project estimate.*

- Purchasing to provide a project estimate, with approval instructions, to Requesting Department per provided scope of work and any subsequent clarifications.
- Approved estimate, signed by appropriate signatory authority, to be submitted to Purchasing Department.

**Step 3:** *This Section shall be completed by the Purchasing Department*

- Purchasing to submit Department Funded Project Request, Approved Estimate, and any other supporting documentation to Chief Financial Officer / President for University Financial Approval
- If approved by CFO / President, approved form will be submitted to Physical Plant for work assignment and completion.

***This process is for Department Funded Project Requests. For inquiries regarding this form or process, please contact the Purchasing Department at 734.487.1200.***