

**ROWAN UNIVERSITY  
Capital Project Request Approval/Setup Form  
For Projects up to \$250K**

**Originating Office:** Facilities Planning & Construction

**Project Title:** «ProcessFields\_ProjectName»

**Project Location:** Campus:«ProcessFields\_CampusSite»  
Building:«ProcessFields\_BuildingName»  
College:«ProcessFields\_CollegeAuxillary»  
Floor(s): «ProcessFields\_Floor»

**Project Description:** «ProcessFields\_Description»

**Justification:** «ProcessFields\_Justification»

|                                 |
|---------------------------------|
| <b>Assigned Capital Account</b> |
| Fund:                           |
| «ProcessFields_FundN<br>umber»  |
| Org:                            |

**Department Head/Dean Authorization:** \_\_\_\_\_

| Funding Source | Fund# | Org# | Acct# | Prog# | Amount |
|----------------|-------|------|-------|-------|--------|
| «»«»           | « »   | « »  | « »   | « »   | « »«»  |

**SVP/VP/Provost Approval:** I approve of the scope of work and use of the above named funds for this capital project request.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Below For Facilities Internal Use Only:**

**AVP of Strategic Projects & University Architect,** I am aware of the scope of this project and have reviewed for space approval.

**Signature:** \_\_\_\_\_ « » **Date:** \_\_\_\_\_ « »

**Sr. Director of Business Services:** \_\_\_\_\_ « » **Project manager assigned to project:** \_\_\_\_\_ « »

**Requisition entry 1:** \_\_\_\_\_ « » **Requisition entry 2:** \_\_\_\_\_ « »

**AVP of Design & Construction,** I am aware of the scope and schedule of this project and agree that it can be completed by the department.

**Signature:** \_\_\_\_\_ « » **Date:** \_\_\_\_\_ « »

**Further Administrative Approvals:**

**Sr. VP of Finance, CFO** Funding Availability Verification/Approval:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President's Recommendation/Approval:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_