

**SMALL PROJECT REQUEST FORM**

Fiscal Year: \_\_\_\_\_

Project Name: Small ProjectsAccounting Number: PR00118

Current Budget: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Remaining Budget: \_\_\_\_\_

**REQUESTOR'S INFORMATION**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Department: \_\_\_\_\_

E-mail: \_\_\_\_\_

Division: \_\_\_\_\_

Phone #: \_\_\_\_\_

**PLANNING INFORMATION**

Location (Bldg./Room): \_\_\_\_\_

☐ Additional Space☐ Change of Space Use☐ Renovation☐ Furniture Request☐ Equipment Request☐ Other

Operational Date Desired: \_\_\_\_\_

**SCOPE OF WORK AND JUSTIFICATION***Define space needs, space type & adjacencies as well as operational metrics, demographics & other data to support it.***BENEFITS STATEMENT***State the benefits gained from project execution.***APPROVALS**Approval Sequence:

1 - Requestor will seek approval from their Division VP and then submit the request to Facilities Mgmt.

2 - Facilities Mgmt. will review the scope of work internally and Facilities PM will schedule to meet with the project requestor.

3 - Facilities PM will develop conceptual budget and test-fit plans For Facilities Executive Director approval.

4 - VP for Administration and Finance will bring the scope of work, budget and schedule to the Cabinet for approval to execute the project.

**Approval to submit project request:** By signing below, you are approving the scope of work and justification provided above. Please note that all submissions must be reviewed and approved by Facilities Mgmt., the VP for Admin & Finance, and the Cabinet prior to project progression and execution.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Division VP: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinated with Purchasing for Furniture Sourcing**☐ Non-applicable☐ No☐ Yes**Approval:**

Construction and Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit all requests to [GA\\_Projects@bentley.edu](mailto:GA_Projects@bentley.edu)