

MGA PROJECT REQUEST AND APPROVAL FORM

Step 1: PROJECT REQUEST

Campus:

Building:

Room #:

Description of
Request:

Date of
Request:

Desired Completion Date:

Project Request Approval: Your signature means that you are in favor of the project, and it can move forward to design/pricing. **This approval does not mean that funding has been approved.**

Requestor:

Supervisor :

VP/Provost:

CBO:

Approved form (Step 1) should be emailed to Facilities@mga.edu. *Do not seek quotes, Facilities will do that.*

Step 2: Quote Amount

Facilities will gather quotes and send amount to Requestor.

Step 3: Funding and Project Approval

Project Approved:

Funding Available:

Funding Source:

If approved, but funding is not available. Quote will need to be sent to budget@mga.edu for addition to year-end list.

If approved and funding is available. Please note funding source.

Requestor:

Supervisor :

VP/Provost:

CBO:

Approved form (Step 3) should be returned to facilities@mga.edu.

Step 4: Additional Actions Needed

The requestor is responsible for submitting a Space Utilization – Change in Use Form if:

- 1.This project results in a change of use (i.e., from an office to a tutoring room)*
- 2.This project results in a change to the building room numbering system.*
- 3.This project results in changes to square footage of the space (new space is created or combined).*

If furniture is needed for this project, the requestor is responsible for submitting a Furniture Request
