



## PROJECT REQUEST

Contact Name:

Date:

Phone Number:

Email Address:

Location:

What do you need?

Provide 1-3 sentences to describe your project

When do you need this complete?

Typical Project Timelines:

Central Funding:	Small/ Medium= 12-14 Months Large/ Complex = 24-26 Months
Self/ Department Funding:	Small= 6-8 Months Medium= 9-11 Months Large= 12-14 Months

How will this be funded?

Approved By:

Dean/ AVC level Approval

VC Level Budget Manager

\*Funding account not required until estimate of cost for design and/or construction has been accepted by customer/ CPPC

**Once complete, please attach form to AIM Customer Request**

**TCU FACILITIES USE ONLY:**

Project Assigned To:

Date:

Customer Contacted Date:

Project Assigned To: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Contacted Date: \_\_\_\_\_