

Niagara University
Capital Renovation/Improvement Request Form

Directions: Please complete one form for each request. Send the request to your supervisor. If approved by your functional officer, facility planning will work with requestor to develop scope, plans and an estimate. The functional officers will review the plan, establish priorities for their sector, and submit to the Capital Expenditures Committee. Requestor will be notified of results.

Originator _____ **Department** _____

Approval: If yes,

Dept Chair _____ Dean/Director _____ Functional Officer _____

Description of project. Include rationale, location and description

Date Submitted _____ **Signature of requestor** _____

Functional Officer:

The project is approved for submission to the Capital Expenditures Committee and will be considered as _____ priority.

Signature _____ Date _____