



Facilities and Services Project Request Form

Directions

Please complete all sections. This form should be completed, signed, scanned, and submitted via email to ofsprojects@nmsu.edu OR printed, signed, and placed in interoffice mail to: Facilities & Services, MSC 3545, Attn: Project Design Group.

Request Information

College / Division: _____ Department: _____ Dept Org: _____
Name: _____ Email: _____ Phone: _____
Index: _____ Amount Allocated for Project: _____

Per NMSU Policy 1A.05.30: for projects \$10,000 or greater, the funds will be transferred from department's index to a new plant fund index under Facilities and Services Project org (500760).

Project Information

- | | | |
|--|--|---|
| <input type="checkbox"/> Budgetary Estimate (no charge to index) | <input type="checkbox"/> New Construction | <input type="checkbox"/> Repair / Maintenance Project |
| <input type="checkbox"/> Renovation / Alteration | <input type="checkbox"/> Equipment / Furniture | <input type="checkbox"/> Landscape / Site |
| <input type="checkbox"/> Feasibility Study | <input type="checkbox"/> Other: _____ | |

Bldg. / Site Name: _____ Bldg. Number: _____
Room Number: _____ Req. Completion Date: _____

If an estimate has been completed for this project request, please list the Budgetary Estimate Work Order #: _____

Project Description (be detailed, attached sketches, plans, or specs)

Project Approval

Dean / AVP Print Name

Dean / AVP Signature

Date

For Facilities and Services Use Only:

Designed By (F&S/ external): _____	Constructed by (F&S/ JOC/ RFP): _____
Date Received by F&S: _____	Project Number: _____
Date Entered into AIM: _____	Project Manager: _____