**The University of the South**

**Capital Working Group Project Request Form**

Updated: 01.19.20

The University’s Facility Modification Policy requires that Facilities Management (FM) review project requests and submit them to the Capital Working Group (CWG) for approval. The requesting department is responsible for providing the information required below.

Please submit the completed form and forward any questions to: the Business Manager of Facilities Management, Melissa Burnette, at [melissa.burnette@sewanee.edu](mailto:melissa.burnette@sewanee.edu) and the Assistant Vice President for Facilities Management, Robert Benton at [rhbenton@sewanee.edu](mailto:rhbenton@sewanee.edu).

While we seek to address requests as quickly as possible, it typically takes FM 2-4 weeks to initiate a feasibility review to prepare the project for review by CWG. Your answers to the questions below will help us better serve you; unanswered questions can sometimes cause delays.

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| 1. Project Requestor: | 2. Department | 3. Date |
| 4. Project Description: | | |
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| 5. Reason for Request: | | |
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| 6. Requested Time Frame: | | |
| 7. Impacts to Other Departments: | | |
| 8. Funding Source: | 9. Funding Amount: | |
| 10. Supervisor Approval: | | |
| 11. Department Head Approval: | | |
| 12. Vice President Approval \* : | | |
| 13. Additional comments, notes, etc: | | |

\* Conceptual Approval Only: Signature indicates recommendation for CWG review.