

PROJECT REQUEST FORM

For projects estimated to cost less than \$100,000, please refer to the guidelines on the "[PPD Work Orders and Renovation Procedures](#)".

For projects estimated to cost \$100,000 or more (or for a piece of equipment costing \$200,000 or more), please complete this form, including the signature of the department head. Forward this form, plus the estimate, to the CAFE Business Center, via email at cafeanalysts@uky.edu.

Project Title: _____

Department #: _____ Responsible Person & Phone #: _____

Building Name & Number: _____ Room #: _____

Will this change the classification of space (e.g. classroom to office)? Yes No

If yes, explain: _____

Is this an upgrade compared to the function of the existing item/structure? Yes No

If yes, explain: _____

Briefly describe work to be performed and who (company name) will be performing the work:

Justification of Request: _____

Renovation Mission (check only one): Instruction Research Admin Extension Other

Expected Start Date: _____ Expected Completion Date: _____

FUNDING SOURCE (please provide amounts and cost objects used to fund this renovation):

This is a capital equipment purchase. Must include Major Equipment Purchase form.

Department Head