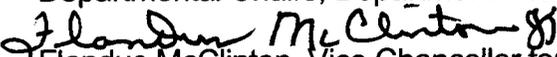


**VICE CHANCELLOR FOR FINANCE  
AND ADMINISTRATION**  
P. O. BOX 9212  
PHONE (225) 771-5021  
FAX (225) 771-2018

**MEMORANDUM**

**TO:** Vice Chancellors, Associate Vice Chancellors, Deans, Directors,  
Departmental Chairs, Department Heads, Chairs and Supervisors

**FROM:**   
Flandus McClinton, Vice Chancellor for Finance and Administration

**DATE:** August 20, 2009

**RE:** **Project Request Form for Renovation, Construction, and Building  
Design Planning**

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Attached is a newly developed form "Project Request Form for Renovation, Construction, and Building Design Planning" to be used in conjunction with all construction related projects on campus. The form was developed in order to strengthen overall internal controls over construction related projects and ensure compliance with state and federal regulations. It will be required to have the form completed and approved prior to obligating any funds for the proposed project.

The use of the form should begin immediately and must be attached to all purchase requisitions for construction related projects. Any such requisitions received without the form will be returned to the department. The form may be completed online and is available at the Purchasing Department's page on the SUBR website.

Please share this memorandum with all employees under your supervision. Your cooperation in facilitating this request is appreciated. If you have any questions concerning this memorandum, please contact Mr. Eli Guillory, Executive Director of Physical Plant at 3-4740, or Ms. Linda Antoine, Director, Purchasing Department, at 3-4580.

Attachment

**SOUTHERN UNIVERSITY AND A&M COLLEGE  
PROJECT REQUEST FORM FOR RENOVATION, CONSTRUCTION, AND  
BUILDING DESIGN PLANNING**

**INSTRUCTIONS FOR COMPLETING FORM**

This form is to be completed for all construction related projects to modify campus buildings that require purchase requisitions. The form must be completed and properly approved prior to submitting a purchase requisition to the Purchasing Department. A purchase requisition that does not include a completed form will not be accepted and will result in the delay of the start of the project. The following instructions should be followed when completing the form.

1. The individual proposing the construction related project (Requestor) is responsible for the initiating the form and should complete the date, requestor name, department/budget unit, a phone contact number and an email address.
2. If the project involves the construction of a new building, the requestor indicates such and identifies the proposed location of the new building.
3. If the project does not involve the construction of a new building, the requestor indicates such, indicates the existing building where the work will be performed, and indicates the room number, if applicable.
4. If the project does not involve the construction of a new building, the requestor indicates whether or not the project will alter the floor plan for the existing building.
5. If the project does not involve the construction of a new building, the requestor indicates whether or not the proposed project will result in a change in the use of space in the existing building and describes the change, if applicable.
6. The requestor indicates the estimated cost of the proposed project and indicates whether the funding source for the project is non-federal or federal.
7. If the proposed project will include federal funds, the requestor obtains approval from the appropriate approval authority at the University for the federal funds involved.
8. The requestor indicates the account number and the account name that will be funding the proposed project.
9. The requestor provides a concise and complete description of the proposed project.
10. The requestor forwards the form to department/budget unit dean or director for approval.
11. After approval by the dean or director, the form is forwarded to the Physical Plant Department for review,
12. The Executive Director of the Physical Plant Department reviews the form and determines if approvals are needed from the Office of Technology and Network Services (TNS), the Office of Facilities Operations, the Environmental, Safety and Health Department or any other appropriate department, or determines if the project should be disapproved.
13. If additional approvals are needed from other departments, the Executive Director obtains the needed approvals.
14. The Executive Director indicates that the form has been reviewed and either all approvals from other departments needed have been obtained, or that the proposed project has been disapproved by checking the appropriate boxes and signing the form.
15. If the proposed project is disapproved by the Executive Director, the justification for the disapproval is noted in the comments section and the form is returned to the requestor.
16. For approved forms, the Executive Director obtains the approval of the Chancellor or the appropriate Vice Chancellor.
17. The Executive Director determines if the proposed project will require approval from the Southern University System Office.
18. If approval is not required from the System Office, the Executive Director indicates that Davis-Bacon Compliance Review has been completed and returns the form to the requestor to be attached to the purchase requisition.
19. If approval is required from the System Office, the Executive Director submits the form to the System Office (Office of Facilities Planning) for review and approval.
20. The System Office determines the level of approvals needed, obtains the approval(s) and returns the form to the Executive Director.
21. The Executive Director indicates that Davis-Bacon Compliance Review has been completed and returns the form to the requestor to be attached to the purchase requisition.

**SOUTHERN UNIVERSITY AND A&M COLLEGE  
PROJECT REQUEST FORM FOR RENOVATION, CONSTRUCTION, AND  
BUILDING DESIGN PLANNING**

DATE: \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT/BUDGET UNIT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

NEW BUILDING:  YES  NO NEW BUILDING LOCATION: \_\_\_\_\_

BUILDING WHERE WORK WILL BE PERFORMED: \_\_\_\_\_ ROOM # \_\_\_\_\_

DOES THIS REQUEST ALTER FLOOR PLAN?  YES  NO

DOES THE USE OF SPACE CHANGE?  YES  NO

IF SO, WHAT WILL SPACE BE USED FOR? \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

PROJECT FUNDING SOURCE:  NON-FEDERAL  FEDERAL (REQUIRES APPROPRIATE APPROVAL)

FEDERAL AUTHORITY APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_ ACCOUNT NAME: \_\_\_\_\_

DESCRIPTION OF PROJECT REQUESTED: (Use attachment if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS AND ROUTING**

1. DEAN/DIRECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

2. PHYSICAL PLANT: \_\_\_\_\_ DATE: \_\_\_\_\_

A. Approval by Office of Technology and Network Services  D. Other Approval  
 B. Approval by Office of Facilities Operations (Specify) \_\_\_\_\_  
 C. Approval by ESH Department  E. Disapproved. See Comments

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

3. CHANCELLOR/VICE CHANCELLOR: \_\_\_\_\_ DATE: \_\_\_\_\_

<b><u>SOUTHERN UNIVERSITY SYSTEM OFFICE</u></b>	
(APPROVAL REQUIRED WHEN ESTIMATED COST OF PROJECT IS MORE THAN \$125,000)	
4. OFFICE OF FACILITIES PLANNING: _____	DATE: _____
5. VP FOR FINANCE & BUS. AFFAIRS: _____ (IF REQUIRED)	DATE: _____
6. PRESIDENT: _____ (IF REQUIRED)	DATE: _____
SU BOARD APPROVAL: <input type="checkbox"/>	DATE: _____
BOARD OF REGENTS APPROVAL: <input type="checkbox"/>	DATE: _____

DAVIS BACON COMPLIANCE REVIEW COMPLETE :  YES  NO