

# REQUEST FOR SPACE ASSIGNMENT/REASSIGNMENT FORM

(Please attach any supporting documents you feel might be helpful.)

1. Describe required special characteristics or physical aspects of needed space:

2. Number and description of personnel to be housed, including individual names and position titles:

3. Amount of space being requested (gross square feet):

4. Reason the need cannot be met within the Vice Presidential area:

5. Estimated costs of acquiring and implementing the space assignment:

6. Funding plan:

7. Location of vacated space:

8. Proposed use of vacated space:

Requesting Department Head/Director: \_\_\_\_\_ Date \_\_\_\_\_

Dean (if applicable): \_\_\_\_\_ Date \_\_\_\_\_

Physical Plant Director: \_\_\_\_\_ Date \_\_\_\_\_

Vice President: \_\_\_\_\_ Date \_\_\_\_\_