

I. CURRENT PROJECT		ADMINISTRATIVE SPACE	
Request Name:	Dr. [Name]	Department:	[Department]
II. PROJECT DESCRIPTION		PRESIDENTIAL OFFICE	
A. Is this an entitlement project?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Through [ ]	Yes <input type="checkbox"/>
B. Briefly describe the project's purpose and objectives.	[Description]		
C. Number of employees affected	[Number]	Number of workstations	[Number]
D. Do you anticipate any major changes to the project?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Working with [ ]	Yes <input type="checkbox"/>
E. Number of employees affected by this project	[Number]	Number of workstations	[Number]
F. How many workstations are affected?	[Number]	Number of workstations	[Number]
III. ADDITIONAL INFORMATION		SPAC	
A. Describe any additional information relevant to the project.	[Additional Information]		
Space Requirements		[Requirements]	

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Superintendent/PRESIDENT	DECISION
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Decision:	President: