Section I - The Campus Unit Requests an Estimate

The purpose of this section is to form a clear understanding of what is requested to be built or modified, any deadlines for the work, and the amount of funding that’s been earmarked. Please fill in every field in Section I unless it’s specifically marked as optional:

1) Building/Facility/Room – the name of the structure or area to be built or modified, with a room number if applicable, e.g. Alderman Room 202, or Student Rec Center Weight Room, etc.

2) Project Title – a short description of what is to be done, e.g. convert office into a kitchen. Attach any sketches or layouts and/or a narrative description. The more you explain about what is to be done, the better the estimate will be.

3) “Date Must Be Complete By” & Reason Why – this is optional, and is used whenever a project must be completed by a certain date, e.g. before students return in the fall, before grant funding ends, before general funds expire at fiscal year-end, etc. Otherwise mark this “N/A”.

4) Requesting Dept/Project Representative/Ext – indicate the name and contact information for the person in your unit who will be making decisions and providing guidance concerning the work.

5) Funding – if funding has not been authorized, check “No” and stop. Your request cannot be processed without a fund number, so determine your fund source before continuing. However, if a Fund# has been authorized, check “Yes” and complete the rest of the funding questions. Unfortunately, if any of the following fields are incomplete, the form will be returned to you because our systems will not accept a project without the answers to these questions:
   - Fund#
   - Amount Available (approximate)
   - Date Available
   - Do funds expire? Date: (example: general funds expire at fiscal yearend)
   - Using Fund Balance? (if yes, the Dean/VC will have to certify that the Chancellor has approved the use of Fund Balance specifically for this project – see Section III)
   - Are funds otherwise Restricted?

6) Has the Space Utilization Committee approved? – If yes, enter the Space Request Number you were issued by the Department of Space Planning and Management. If no, please explain in the Comments block. Depending on the explanation, the form may be returned to you for resubmission at a later date.

   Any remarks that could not be entered elsewhere may also be entered in the Comments block.

7) Signatures – one of the two people signing must have current authority over the space. In addition, there must be two signatures:
   - The signature for “Requesting Dean or AVC” must actually be a Dean or AVC.
   - The signature for “Requesting Department Head” should be a department head ideally, but someone with Budget Authority or the Business Officer are also acceptable.
   - There must be two signatures.

8) After the form is signed by both authorities, send it as an email attachment to Justin Smith, smithcj@uncw.edu.

NOTE: This form must be signed electronically and submitted as an email attachment (or the start of the project could be significantly delayed).