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| **Facility Space Request** |
| Expansion of Existing Program or Administrative Function |  |
| Amount of Additional Space Required: |  |
| Justification: |  |
| Estimated Cost of New Furnishings: |  |
| Estimated Cost of New Equipment: |  |
|  |
| Renovation or Conversion of Existing Space |  |
| Description of Existing Space: |  |
| Justification:  |  |
| Scope of Work to be Performed by SCC: |  |
| Scope of Work to be Contracted: |  |
| Additional Utilities Required: |  |
| Additional Expense: |  |
|  |
| Source of Funds: |  |
|  |
| Requested By: |  |
|  | (Dean, Director, Program Coordinator) Date Submitted |
|  |  |  |
| Approvals: |
|  |  |
|  | **Approved** |  | **Denied** | Executive Vice President and CFO | Date |
|  |  |
|  | **Approved** |  | **Denied** | President | Date |