**Tennessee State University**

**Planning, Design, & Construction In-House Project Request Form**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Requested by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dept. Requesting Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dept. Funds Allocated:\_\_\_\_\_\_\_\_\_\_\_\_\_ (FOAP)#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department Head:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dept. Head Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature required)**

**Complete form in its entirety and return to PDC In-House Project Manager/TSU PO Box 9585 or fax to 963-7434.**