PEPPERDINE

Planning, Operations, and Construction

Non-UMC Project Request Form

This form is to be used if you seek assistance from POC on a project that does not require UMC review and approval pursuant to the University's Facility and Space Modification Policy.

Please submit the completed form or any questions to: Director of Operations, Jeff Gin, at jeff.gin@pepperdine.edu and Operations Manager, Jamie Holland, at jamie.holland@pepperdine.edu. You can also reach out to POC at x4581.POC at x4581.

While we seek to address matters as quickly as possible, it typically takes several weeks for POC to initiate a feasibility review, impact analysis, scope of work verification, rough order-of-magnitude (ROM) cost estimate, and recommendation prior to submission of the request to POC leadership for review. Once approved by POC leadership, the project is assigned to a Project Manager who will coordinate with you and University leadership from project conceptualization and programming, to scheduling and execution. Your answers to the following questions will help us better serve you; unanswered questions can sometimes cause delays.

1. Project Contact Person:	2. Department and Location:
3. Date:	4. Phone Ext:
5. Project Description:	
6. Reason for the Request:	
7. Requested Time Frame:	
8. Effect on Other University Departments:	
9. Approved Funding Amount:	
10. *Approved Funding Source/Chart String: FUND: DEPT: ACCOUNT: CLASS: PROGRAM: OP CODE: PRODUCT: PROJECT:	
11. Requestor's Signature:	
12. Department Head or Dean Signature:	
13. Any additional comments or considerations (please attach photos or sketches if helpful):	

* The Chart String will not be charged until final requestor approval is obtained.