PEPPERDINE UNIVERSITY

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 and forward any questions to: the Associate Director of Planning, Operations, and Construction, Luke Landers, at Luke.Landers@Pepperdine.edu (x4474) and copy the Office Manager, Brandon Gonzales, at Brandon,Gonzales@Pepperdine.edu (x4581).

While we seek to address matters as quickly as possible, it typically takes at least two weeks for POC to initiate a feasibility review, impact analysis, scope of work verification, order-of-magnitude cost estimate, and recommendation prior to submission of the proposal to the UMC for review. Your answers to these questions will help us better serve you; unanswered questions can sometime cause delays.

1. Project Contact Person:	2. Department:
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.