



# 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 Executive Director of Planning, Operations, and Construction, Austin Oakes, at [austin.oakes@pepperdine.edu](mailto:austin.oakes@pepperdine.edu) and copy Administrative Assistant, Jamie Holland, at [jamie.holland@pepperdine.edu](mailto:jamie.holland@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.