THE UNIVERSITY of TENNESSEE

KNOXVILLE • CHATTANOOGA • MARTIN • MEMPHIS • TULLOHOMA • PULASKI

DEPARTMENT OF CAPITAL PROJECTS

Project Request – **under $1,000,000**

☐ **Capital Maintenance with total project cost of $250,000 - $1,000,000**

☐ **Capital Improvement with total project cost of less than $1,000,000**

NOTE: *If the Capital Project is the construction or erection of a new building or structure or the demolition of a building or structure, then SBC approval will be required, and work may not begin until full project approval.*

Project Name: _____

Brief Project Description Including Project Cost **$** _____
(Costs should be rounded to ten thousands):

Funded by: ___ Plant Funds ___ Auxiliary Funds ___ Gift Funds ___ Other _____

Project Request Form attached: ___

Procurement Method Requested: ___ Design/Bid/Build ___ Best Value ___ CM/GC
___ Self-Performed / System Procurement

Date of most recent work in the structure, include scope and cost:

☐ I understand that if this work creates an increase in square footage, it is not eligible for future maintenance funding from the state.

Approved:

_____ _____
Campus CBO Date

_____ _____
Austin Oakes, Assistant Vice President, Department of Capital Projects Date

Department of Capital Projects Use Only

Capital Project Name: _____

Capital Project Number: _____

Email completed forms to mburton4@tennessee.edu. Begin subject line with "*Project Request Form – Project Name*".

2023 v1