



THE UNIVERSITY of TENNESSEE

KNOXVILLE • CHATTANOOGA • MARTIN • MEMPHIS • TULLOHOOMA • PULASKI

DEPARTMENT OF CAPITAL PROJECTS

**Project Request – \$10,000,000 or above or when utilizing Bond funds for Auxiliary Projects**

- Capital Maintenance
- Capital Improvement / Demolition

**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 \_\_\_ TSSBA \_\_\_ Other \_\_\_\_\_

**Project Request Form attached:** \_\_\_\_\_

**Project Pro Forma Backup attached:** \_\_\_\_\_ *(for TSSBA Projects)*

**Procurement Method Requested:** \_\_\_ Design/Bid/Build \_\_\_ Best Value \_\_\_ CM/GC

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, Associate Vice President, Department of Capital Projects	Date
David L. Miller, Sr. Vice President, and Chief Financial Officer	Date
Randy Boyd, President	Date
Approved by the Board of Trustees Approval Date: _____	

*Department of Capital Projects Use Only*

**Capital Project Name:** \_\_\_\_\_

**Capital Project Number:** \_\_\_\_\_

Email completed forms to [mburton4@tennessee.edu](mailto:mburton4@tennessee.edu). Begin subject line with "Delegation Form – Project Name".