Texas Southern University
3100 Cleburne Ave. * Houston, Texas 77004
713-313-7375 * 713-313-7944 Fax

# CONSTRUCTION PROJECT REQUEST FORM

Project Name: _____ Building Number _____

Type of Project: 1) Renovation 2) Expansion 3) Other Improvement

Budget Number: _____

Project Description/Location:

_____

_____

_____

_____

_____

_____

_____

_____

Project Owner Contact Information and Confirmation

Primary Requestor:_____

Office Phone: _____

Cell Phone: _____

Email:_____

Department Dean; Approval: _____ Date: _____

Provost; Approval: _____ Date: _____

Executive Director Facilities; Approval: _____ Date: _____

AVP Facilities, Planning, Mgt. Approval: _____ Date: _____

Chief Financial Officer; Approval: _____ Date: _____