
**NORTHEASTERN STATE UNIVERSITY
PHYSICAL PLANT
CONSTRUCTION AND REMODELING PROJECT REQUEST FORM**

Building _____ **Room** _____ **Requested Date of Project Completion** _____

Contact Person _____ **Date** _____ **Phone Number** _____

Funding Source _____

DESCRIPTION OF PROJECT (Attach additional pages if necessary)

Dean/Director – Approved for Estimate _____ **Date** _____

Appropriate Vice President– Approved for Estimate _____ **Date** _____

Director of Physical Plant – Approved for Estimate _____ **Date** _____

Vice President of Administration – Approved for Estimate _____ **Date** _____

Project Number _____ **Project Name** _____
(to be completed by Physical Plant Personnel)

Estimate Cost of Project _____ **Estimated Completed Time** _____

Vice President of Administration – Final Approval _____ **Date** _____