



FACILITIES ACQUISITION REQUEST— PRELIMINARY REVIEW FORM

FOR SUBMISSION TO THE UNIVERSITY PRESIDENT, PROVOST & VICE PRESIDENT
FOR ACADEMIC AFFAIRS, AND VICE PRESIDENT FOR ADMINISTRATION & FINANCE



"Facilities acquisition" refers to the purchase, lease, or acceptance of a gift of a building or similar facility off-campus—whether in the university's vicinity or otherwise—for university purposes. **Any steps toward such an acquisition can be taken only after review by the above key administrators and their agreement that acquiring the facility is desirable from the standpoint of the institution as a whole.** This is independent of its intended use, cost, and possible funding source(s). Thus enough information should be provided to show why such action would be beneficial. If the reviewers agree, steps will be authorized to clarify other issues, such as when and by what means it may be pursued.

When completed, the form should be e-mailed first to the relevant Chair or unit head and then to the Dean or Director for preliminary authorization. After that, it should be e-mailed to SPAA at the address below, for transmittal to the specified senior administrators for final consideration.

Requestor: _____ **E-mail** _____
Department: _____ **Office** _____

Address of the facility being considered: _____
Approximate size of this facility (sq. ft.): _____

Summary description of the planned purpose and benefit of the facility:

Will substantial repairs or other renovations be required (choose one of the following options)? Yes No

"Guesstimated" cost of the facility, including necessary renovations:

 Under \$100K \$100K to \$500K \$500K to \$2M Over \$2M

Authorization to submit the request

The following authorizations indicate that signatories support the project on basic grounds. They do not necessarily imply ability or willingness in advance to cover the costs involved.

Authorized?

Head of Requestor's Department: _____ **Date:** _____

Vice Pres. of Requestor's Division: _____ **Date:** _____

Yes	No

Proposed funding type (multiple, if appropriate): E&G C&G AUX Other

TO PROCEED, PLEASE SAVE THIS REQUEST UNDER A FILE-NAME OF YOUR CHOICE AND SEND IT AS
AN E-MAIL ATTACHMENT TO THE OFFICE OF SPACE PLANNING ANALYSIS AND ADMINISTRATION AT:
fi-spaa@mail.ucf.edu

Result of Review

Approved?

Yes	No

Reviewer 1: _____ Date: _____

Remarks:

Result of Review

Approved?

Yes	No

Reviewer 2: _____ Date: _____

Remarks:

Result of Review

Approved?

Yes	No

Reviewer 3: _____ Date: _____

Remarks: