PEPPERDINE

Planning, Operations, and Construction

Non-UMC Project Request Form

This form is to be used if you seek assistance from POC on a project that does not require UMC review and approval pursuant to the University's Facility and Space Modification Policy.

Please submit the completed form and forward any questions to: the Operations Manager of Planning, Operations, and Construction, Jamie Holland, at jamie.holland@pepperdine.edu and copy Administrative Assistant, Meagan Ovanesian, at meagan.ovanesian@pepperdine.edu (x4581).

While we seek to address matters as quickly as possible, it typically takes at least two weeks for POC to initiate a feasibility review, impact analysis, scope of work verification, order-of-magnitude cost estimate, and recommendation prior to submission of the proposal to the UMC for review. Your answers to these questions will help us better serve you; unanswered questions can sometime cause delays.

1. Project Contact Person:	2. Department:
3. Date:	4. Phone Ext:

5. Project Description:
6. Reason for the Request:
7. Requested Time Frame:
8. Effect on Other University Departments:
9. Approved Funding Amount:
10. *Approved Funding Source/Chart String: FUND: DEPT: ACCOUNT: CLASS: PROGRAM: OP CODE: PRODUCT: PROJECT:
11. Requestor's Signature:
12. Department Head or Dean Signature:
13. Any additional comments or considerations (please attach photos or sketches if helpful):

* The Chart String will not be charged until final requestor approval is obtained.