

Request for Allocation of Space

This form documents an expected or impending need for space that cannot be met within the existing college or division allocation.

Part IV: Space Request Information

Part VI: Supporting Documentation

Part VII: Approval of Request

By signing, all assert that the need requested here cannot be met within existing space controlled by the College/Division. Further, the signer acknowledges the applicability of budget model requirements concerning the distribution of operations and maintenance expenses for space based on unit space allocations.

Part VIII: University Space Planning Action:

Received by University Space Planner; Date: ____/____/____ Disposition: [Date: ____/____/____]

Notes:

Part IX: Final Approval: Space Committee, Florida Atlantic University

Chair Signature: _____