



Project Request

Note: This form is to be used for NEW projects only. If you are modifying an existing project, please use form 'Project Modification Request'. Complete this form and attach it to a Create Request - Project Request task in Workday.

Proposed Project Name

Sponsoring Cost Center #

Sponsoring Cost Center
Name

Project Description

Include purpose, benefit to campus, room/building affected and time frame for completion.

Attach all support to Request Form in Workday.

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Project Start Date

Project End Date

Project Manager

If more than 5 funding sources will be utilized, please attach an excel schedule.

Funding	Fund AND Cost Center Number	Fund AND Cost Center Name	Amount of Funding
Example	FD1111-112301	Unrestricted Operating – Financial Services	50,000.00
Source 1			
Source 2			
Source 3			
Source 4			
Source 5			
Total			