PACE UNIVERSITY

Campus Planning and Facilities

| Space/Furniture/Art & Move Request Form | Office of Campus Planning and Facilities |
|--|---|
| Date of Request: | ☐ Space Request |
| | ☐ Furniture |
| | ☐ Move Request |
| | ☐ Signage |
| | \square Renovation |
| | ☐ Art* |
| Requesting Department: | Requestor's Name: |
| | |
| | |
| Campus for Request or Delivery: | Request or Delivery Building/Floor/Room: |
| | |
| Requestor's Contact – Office Phone/Cell Phone: | Requestor's Email Address: |
| | |
| Reason for Request (attach more information if needed, if a new items is needed please provide budget number): | Description of the objectives of the request (if move is requested, please describe current and proposed location): |
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| Location for the Request: | Approvals: |
| Building Name: | VP/Dean Approval |
| Room Number: | Name: Signature: |
| | Signature. |
| Type of Request: | |
| Burnanda kadamaktana Familia di Santa d | ACO William Chroat Other TL C |
| <pre>Processing Instructions: Forward original copy to Marja F mfumo@pace.edu; phone: 917 731 8351)</pre> | umo-163 William Street, 8" Floor, The Commons (email: |
| *All art related requests need to be approved by Universi | ty Curator, Kim de Beaumont. Please copy her when |
| submitting the form for them: kdebeaumont@pace.edu | .,, |
| Assigned PM (Internal use only): | |