

# 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
- 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):

Location for the Request:

Building Name:	
Room Number:	

Approvals:

VP/Dean Approval Name:	
Signature:	

Type of Request:

**Processing Instructions:** Forward original copy to Marja Fumo-163 William Street, 8<sup>th</sup> Floor, The Commons (email: [mfumo@pace.edu](mailto:mfumo@pace.edu); phone: 917 731 8351)

\*All art related requests need to be approved by University Curator, Kim de Beaumont. Please copy her when submitting the form for them: [kdebeaumont@pace.edu](mailto:kdebeaumont@pace.edu)

Assigned PM (Internal use only): \_\_\_\_\_