Department Requested Scope Change

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| --- | --- | --- |
| To: |  | Project: |
| From: |
| Attachments: | Project No. |
|  | Department: |

The department is requesting a change to the current scope of the approved project.

Prior to implementation, formal approval will be required from the Dean’s Office.

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| REQUESTED CHANGE: |

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| REASON FOR CHANGE: |

|  |  |
| --- | --- |
| **Funding Source for change:** |  |

**REQUESTED BY:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| BUSINESS MANAGER | SIGNATURE | DATE |

**DEPARTMENTAL APPROVAL:**

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| --- | --- | --- |
|  |  |  |
| DEPARTMENT CHAIR | SIGNATURE | DATE |

For D&C Use

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| APPROVED | | DECLINED | |
|  | |  | |
| SIGNATURE | DATE | SIGNATURE | DATE |
| APPROVED FUNDING SOURCE | |  |  |

DISTRIBUTION:

|  |  |
| --- | --- |
| Project Manager | Senior Project Manager |
| Director, D&C | Associate Vice Chancellor Administration & Finance |