Department Requested Scope Change

|  |  |  |
| --- | --- | --- |
| 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.

|  |
| --- |
| REQUESTED CHANGE: |

|  |
| --- |
| REASON FOR CHANGE: |

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

**REQUESTED BY:**

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

**DEPARTMENTAL APPROVAL:**

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

For D&C Use

­­­­­­­­­

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

DISTRIBUTION:

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