

SPACE TRANSFER REQUEST

This Space Transfer Request provides Planning Design & Construction (PD&C) with the information necessary to document and process the transfer of space between colleges/departments/units. **Unit acquiring space will incur the cost in RCM. Transfer of space must be approved by Senior Administration.**

Completed request should be forwarded to pdc-space@email.arizona.edu with appropriate signatures. If you have questions, please contact PD&C at pdc-space@email.arizona.edu or 621-3850.

Submitted By:

College/Department/Unit Releasing Space:		Date:
College/Department/Unit Acquiring Space:		
Requesting Person:	Email:	Phone:
Contact Person (if different from above):	Email:	Phone:
Campus Address:		

Reason for request and justification: e.g., termination of program, no longer need space (separate attachment can be included with submittal).

Unit acquiring space, please identify funding source:

Space to be Transferred:

Building(s)	Room(s)	Current Use	Release Date

Signature Approval—Unit Releasing Space. Required PRIOR to approval by Senior Administration

Name & Signature of Director/Department Head:

Name & Signature of Dean:

Name & Signature of Applicable SVP:

Signature Approval—Unit Acquiring Space. Required PRIOR to approval by Senior Administration

Name & Signature of Director/Department Head:

Name & Signature of Dean:

For PD&C use only - Please do not write in this box

Space Planning & Management Review

Reviewed By:	Review Date:
Review Notes:	

Senior Administration Approval

Senior Vice President, Business Affairs and CFO:

Senior Vice President, Academic Affairs and Provost: