

# THE JOHNS HOPKINS PROJECT REQUEST FORM

Routing and Completion Instructions on last page of Form! **Required Data Elements: Field Name is Bolded**

SECTION 1 – PROJECT REQUESTOR/ SCOPE:			
<b>Requestor:</b>	<b>Tel. No.:</b>	<b>Fax:</b>	<b>Request Date:</b>
<b>Div/Department /Functional Unit (Applicant)</b>		▼	
<b>Campus Address:</b>		<b>Email:</b>	
<b>Requesting Cost Center Number and Name (paying for project):</b>			
<b>Project Location/ Bldg.</b>	<b>Floor:</b>	<b>Room(s)</b>	
<b>Project Description/Scope/Justification:</b> (Describe in the space below what you would like to have done. Describe the reason for the change well as the last changes to this area.) <input type="checkbox"/> ESTIMATE ONLY			
<b>Schedule:</b> Requested Project Start _____ Finish _____ Relocations required: <input type="checkbox"/> Yes <input type="checkbox"/> No			
SECTION 2 - ASSETS			
Describe Asset to be purchased:			
Approximate Age of Asset being replaced:		<b>Capital Asset:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Value of Asset:		<b>Anticipated Date asset is to be in service:</b>	
SECTION 3 – FINANCIAL S			
<b>Proposed project total cost:</b>		<b>Current \$ authority:</b>	
<b>Funding: Business Area:</b>	<b>Fund Number:</b>	<b>Fund Name:</b>	<b>Amount (\$\$):</b>
▼			
<b>Business Area:</b>			
▼			
<i>If more than two funding sources, please add information in this box.</i>			
<b>Project Type:</b>		<b>Plant:</b> <input type="checkbox"/> JHU 1099 <input type="checkbox"/> JHHS 2099	
▼			
<b>** Please attach any supporting information, documents, schematics, etc. to this request. **</b>			
SECTION 4 - APPROVALS			
Signature:	Print Name/Title:	Date:	
Signature:	Print Name/Title:	Date:	
Signature:	Print Name/Title:	Date:	
SECTION – 5 TO BE COMPLETED BY JH FACILITIES/ INFORMATION TECHNOLOGY			
<b>Project # / Level 1 WBS # :</b>			
<b>Project Name/ Description (limit to 40 characters):</b>			
<b>Person Responsible (Project Manager):</b>	<b>Tel. #.:</b>	<b>Fax:</b>	<b>Email:</b>
<b>Name:</b>			
<b>Responsible Cost Center [PM Home CC]:</b>			
<b>Confidential:</b> <input type="checkbox"/> Restricted notification list:			

