|  |  |
| --- | --- |
| Total Project Cost | $ (Amount) |
| Approval Level: | President |

### PRELIMINARY ADMINISTRATIVE APPROVAL REQUEST

TO: Jim Johnsen

President

THROUGH: Michelle Rizk

Chief Strategy, Planning, and Budget Officer

THROUGH: (insert Name)

Chancellor

THROUGH: (insert Name)

Vice Chancellor

THROUGH: (insert Name)

Associate Vice Chancellor

THROUGH: (insert Name)

Director

FROM: (insert Name)

Project Manager

DATE: (insert Date)

SUBJECT: Project Type: (Indicate if this is New Construction, Deferred Maintenance & Renewal, Renewal and Replacement, Alteration and Improvement Project)

Project Name: (insert Project Name)

Project No.: (insert University Project Number)

cc: