

FACILITIES MANAGEMENT | UNIVERSITY OF SOUTH FLORIDA 4202 E. FOWLER AVENUE, OPM 100 | TAMPA, FLORIDA 33620-7550

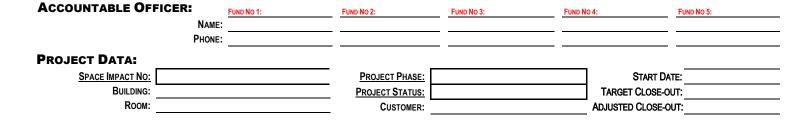
	EDITION: APRIL 22,	2020
PHONE: (813) 974-2845	WEBSITE www.usf.edu/fr	n-dc

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USF-FM PROJECT DEVELOPMENT FORM -- MINOR PROJECT

	001								
INSTRUCTIONS TO PROJECT MA 1. COMPLETE THE PROJECT DEVE 2. THE "ENABLE EDITING" CHECK 3. WHEN A PROJECT REQUIRES M 4. REFER TO <u>PMG-48C, FACILITIE</u> 5. SAVE A COPY OF THIS FORM AN 6. IF A CHANGE IS NEEDED UPDATI	ELOPMENT FORM ENTERING A BOX IS USED BY CONTROLLEI JLTIPLE FUNDING SOURCES L SMANAGEMENT PROJECT N ID THE SUBMITTAL EMAIL FOR	R'S OFFICE TO ENTER ADDITIO JSE "Fund No 2 - 5" to provi I <u>UMBER MATRIX</u> CHART FOR AI & YOUR RECORDS.	DE ADDITIONAL FUNDING SOURC DDITIONAL INFORMATION WHEN B	E CHARTFIELD INFORMATIC	N.	CT ID NUMBER.	DATE: USF PM: Email: Phone:		
PROJECT ID:				PROJECT NAME:					
	(AUTO GENERATED PROJEC	CT NUMBER BASED ON SELECT	TONS MADE BELOW)						
CAMPUS / SITE:				DESCRIPTION:					
FUNDING:									
FUNDING TYPE:									
CATEGORY 1:				CATEGORY 1 & 2	300 / 400	USF SYSTEMS (SPECIAL)			ATHLETICS
Year: (20xx)				OPTIONS:	320 / 420	ACADEMIC AFFAIRS (PROV COLLEGES		5XX	MISC. FLORIDA STATE FUNDS, BOND OR GRANT
CATEGORY 2:					340 / 440	USF HEALTH SCIENCE (HEA OFFICE RESEARCH & INNO	LTH SCIENCES) /ATION (RESEARCH)) 7XX	CITF PECO ADA / FIRE CODE
SERVICE AREA:					350 / 450 360 / 460 370 / 470	STUDENT AFFAIRS UNIVERSITY ADVANCEMEN BUSINESS & FINANCIAL SEF		9XX	PECO MINOR RENOVATION PECO INFRASTRUCTURE
** Budget Alloca	FUND CODE: * PRODUCT: * INITIATIVE: BUDGET REFERENCE: ATION: *	FUND No 1:	FUND NO 2:		No 3:		D No 4:		
									<u> </u>
									_,
*	00545								
STATE APPROPRIATED FUNDS		·							
* STATE APPROPRIATED FUNDS	BUSE: 88515 TOTAL:								

GRAND TOTAL:



REQUIS		I / CHANGE EQUEST	Order		NISTRATIVE SERV ESS CENTER	ICES	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020		
	PLEASE ALI			COMPLETE A NEW RC	O FORM FOR EACH PUR	CHASE ORDER.	REQUIRED FOR REQUESTS EXCEEDING \$1M.		
ASBC USE O	NLY DAT	TE RECEIVED:		DATE ENTERED:			REQUISITION #:		
A Pro.	JECT DE	TAILS			BCUSTO	MER DETAILS			
PROJECT NU	MBER (ID)	:			ACCOUNTABLE O	FFICER:			
PROJECT NA	ME:				CONTACT NAME:				
SIR No:		BUILDING:	Rooм(s):					
C PRO. NAME:	JECT MA	ANAGER			Email:		PHONE:		
	DING SO	OURCE(S) / CHA	RTFIELD(S)						
OP	UNIT	Dept	Fund	PRODUCT	INITIATIVE	BUD REF			
F-1									
F-2									
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F-5									

Ε	REQUEST 1 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
Req#	l.	PO#:
Сомг	PANY NAME:	
CONT	аст Name:	
EMAIL	_:	PHONE:

REQUISITION ACTION	FUND #	Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES			
	PO TOTAL:						

REQUISIT	ION / CHANGE REQUEST	Order		JISTRATIVE SERV ESS CENTER	ICES	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020
Plea	SE ALLOW 1 WEEK FOR PRO		TION/CHANGE ORDER R			QUIRED FOR REQUESTS EXCEEDING \$1M.
		COMPLETED FORM & A		ITATION AS A PDF FILE	TO: <u>ASBC-CONSTRUCTI</u>	
ASBC USE ONLY	DATE RECEIVED:		DATE ENTERED:			REQUISITION #:
A PROJEC	T DETAILS			B Custor	MER DETAILS	
PROJECT NUMBER	R (ID):			ACCOUNTABLE C	FFICER:	
PROJECT NAME:				CONTACT NAME:		
	BUILDING:			EMAIL:		PHONE:
C PROJEC	T MANAGER			Email:		PHONE:
	SOURCE(S) / CHA	RTFIELD(S)				
OP UNIT	т Дерт	Fund	PRODUCT	INITIATIVE	BUD REF	
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F-2						
F-3						
F-4						

Ε	REQUEST 2 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?
Req#		PO#:
Сомг	PANY NAME:	
CONT	аст Name:	
Еман	:	PHONE:

F-5

REQUISITION ACTION	Fund #	Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES			
	PO TOTAL:						

REQUISI	TION / CHANG Request	GE ORDER	USF ADMIN BUSIN	NSTRATIVE SERV ESS CENTER	ICES	PMG-12Aa USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020	
Pi			COMPLETE A NEW RCC	O FORM FOR EACH PUR	CHASE ORDER.	EQUIRED FOR REQUESTS EXCEEDING \$1M.	
ASBC USE ONLY	DATE RECEIVED:		DATE ENTERED:			REQUISITION #:	
	CT DETAILS BER (ID):			B CUSTOMER DETAILS ACCOUNTABLE OFFICER:			
		Room(s)					
C PROJE	CT MANAGER			Email:		PHONE:	
	NG SOURCE(S) / C	CHARTFIELD(S)					
Op U	NIT DEPT	Fund	PRODUCT	INITIATIVE	BUD REF		
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F-4							
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E REQUEST 3 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
Req#:	PO#:
COMPANY NAME:	
CONTACT NAME:	
Email:	PHONE:

REQUISITION ACTION	FUND #	Αctivity ID	Amount	CHANGE ORDER DESCRIPTION / NOTES			
	PO TOTAL:						

REQUISI	rion / Change Request	ICES	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020					
PL			OMPLETE A NEW RC	O FORM FOR EACH PUR	CHASE ORDER.	REQUIRED FOR REQUESTS EXCEEDING \$1M.		
ASBC USE ONLY	DATE RECEIVED:		DATE ENTERED:			REQUISITION #:		
A PROJECT PROJECT NUMBE	CT DETAILS Er (ID):			B CUSTOMER DETAILS ACCOUNTABLE OFFICER:				
				CONTACT NAME:				
	BUILDING:							
	CT MANAGER			_		-		
	IG SOURCE(S) / CH	ARTFIELD(S)		EMAIL:		PHONE:		
OP UN	NIT DEPT	Fund	PRODUCT	INITIATIVE	BUD REF			
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F-5								

E REQUEST 4 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
REQ#:	PO#:
COMPANY NAME:	
CONTACT NAME:	
Email:	PHONE:

REQUISITION ACTION	Fund #	Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES				
	PO TOTAL:							

REQU		1 / CHANGE EQUEST	ICES	PMG-12Aa USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020					
	PLEASE AL			COMPLETE A NEW RCC	O FORM FOR EACH PUR	CHASE ORDER.	EQUIRED FOR REQUESTS EXCEEDING \$1M.		
ASBC USE	Only Da	TE RECEIVED:		DATE ENTERED:			REQUISITION #:		
APR	OJECT DI	ETAILS			BCUSTON	MER DETAILS			
PROJECT N	UMBER (ID)	:			ACCOUNTABLE O	FFICER:			
PROJECT N	AME:				CONTACT NAME:				
			Rоом(s						
C Pro	OJECT M	ANAGER			Email:		Phone:		
DFu	NDING SC	DURCE(S) / CHA	RTFIELD(S)						
	DP UNIT	Dept	Fund	PRODUCT	INITIATIVE	BUD REF			
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E REQUEST 5	DETAILS IS THIS REQUEST FOR EMERGENCY	Y REPAIRS ?
Req#:	PO#:	
COMPANY NAME:		
CONTACT NAME:		
EMAIL:	PHONE:	

REQUISITION ACT	TION FUND #	Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES				
	PO TOTAL:							

REQUIS		/ CHANGE QUEST	PMG-12Aa USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020						
F	LEASE ALL			COMPLETE A NEW RCC	O FORM FOR EACH PUR	CHASE ORDER.	e required for requests exceeding \$1M.		
ASBC USE ONI	y D ate	RECEIVED:		DATE ENTERED:			REQUISITION #:		
					BCUSTON				
Project Number (ID): Project Name:					ACCOUNTABLE OFFICER: CONTACT NAME:				
SIR No:		BUILDING:	Rooм(s)	:	EMAIL:		PHONE:		
C PROJI	ЕСТ МА	NAGER							
NAME:					EMAIL:	Рноле:			
DFUND	NG SOL	JRCE(S) / CHA	RTFIELD(S)						
Op l	Jnit	Dept	Fund	PRODUCT	INITIATIVE	BUD REF			
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F-5									

E REQUEST 6 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
REQ#:	PO#:
CONTACT NAME:	

Email: _____ Phone: _____

REQUISITION ACTION	I FUND #	Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES				
	PO TOTAL:							

REQUIS		/ CHANGE EQUEST	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020					
F	LEASE ALL			COMPLETE A NEW RCC	FORM FOR EACH PUR	CHASE ORDER.	E REQUIRED FOR REQUESTS EXCEEDING \$1M.	
ASBC USE ON	Y Dat	E RECEIVED:		DATE ENTERED:			REQUISITION #:	
A PROJECT DETAILS PROJECT NUMBER (ID):					B CUSTOMER DETAILS ACCOUNTABLE OFFICER:			
PROJECT NAME:								
			Room(s)				PHONE:	
	ест Ма	NAGER			EMAIL:		Phone:	
	ING SO	URCE(S) / CH/	ARTFIELD(S)				I HONE	
OP I	JNIT	Dept	Fund	PRODUCT	INITIATIVE	BUD REF		
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F-4								
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E REQUEST 7 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
Req#:	PO#:
COMPANY NAME:	
CONTACT NAME:	
Email:	PHONE:

REQUISITION ACTION	FUND #	ACTIVITY ID	AMOUNT	CHANGE ORDER DESCRIPTION / NOTES			
PO TOTAL:							

REQUISI	rion / Changh Request	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020						
PLI			COMPLETE A NEW RC	O FORM FOR EACH PUR	CHASE ORDER.	E REQUIRED FOR REQUESTS EXCEEDING \$1M.		
ASBC USE ONLY	DATE RECEIVED:		DATE ENTERED:			REQUISITION #:		
A PROJE	CT DETAILS			B Custor	MER DETAIL	5		
PROJECT NUMB	er (ID):			ACCOUNTABLE O	FFICER:			
	·			CONTACT NAME:				
	BUILDING:			EMAIL:		PHONE:		
	CT M ANAGER			Email:		Phone:		
	IG SOURCE(S) / CH	IARTFIELD(S)				I HONE		
OP UN	NIT DEPT	Fund	PRODUCT	INITIATIVE	BUD REF			
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F-4								
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E REQUEST 8 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
Req#:	PO#:
COMPANY NAME:	
CONTACT NAME:	
Email:	Рноле:

REQUISITION ACTION		FUND #	Αςτινιτή ID	Amount	CHANGE ORDER DESCRIPTION / NOTES		
	PO TOTAL:						

REQUIS		I / CHANGE EQUEST	Order	USF ADMIN BUSIN	IISTRATIVE SERV ESS CENTER	ICES	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020	
	PLEASE ALL			COMPLETE A NEW RCC	FORM FOR EACH PUR	CHASE ORDER.	E REQUIRED FOR REQUESTS EXCEEDING \$1M.	
ASBC USE ON	ily Dat	E RECEIVED:		DATE ENTERED:			REQUISITION #:	
A PRO.	JECT DE	TAILS			B CUSTON		;	
PROJECT NUI	MBER (ID):				ACCOUNTABLE O	FFICER:		
			Room(s)				PHONE:	
C PROJ NAME:	iect M a	ANAGER			Email:		PHONE:	
	DING SO	URCE(S) / CHA	ARTFIELD(S)					
Op	Unit	Dept	Fund	PRODUCT	INITIATIVE	BUD REF		
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F-2								
F-3								
F-4								
F-5								

E REQUEST 9 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:
Req#:	PO#:
COMPANY NAME:	
CONTACT NAME:	
Email:	PHONE:

REQUISITION AC	REQUISITION ACTION		Αςτινιτή ΙD	Amount	CHANGE ORDER DESCRIPTION / NOTES	
	PO TOTAL:					

REQU		on / Change Request	Order		NISTRATIVE SERV ESS CENTER	ICES	USF FM-DC PROJECT MANAGEMENT GUIDE EDITION: February 7, 2020	
	Please		PLEASE	COMPLETE A NEW RC	LEQUEST (RCO). ADDIT O FORM FOR EACH PUR NTATION AS A PDF FILE	CHASE ORDER.	e required for requests exceeding \$1M.	
ASBC USE	ONLY	DATE RECEIVED:		DATE ENTERED:			REQUISITION #:	
A PR	OJECT	DETAILS			B CUSTON	MER DETAILS	5	
PROJECT	NUMBER (ID):			ACCOUNTABLE O	FFICER:		
SIR No:		BUILDING:	Rоом(s):	EMAIL:		PHONE:	
C PR NAME:	OJECT	MANAGER			Email:		PHONE:	
DFu		Source(s) / Cha	RTFIELD(S)					
	Op Unit	Dept	Fund	PRODUCT	INITIATIVE	BUD REF		
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F-2								
F-3								
F-4								
F-5								

E REQUEST 10 DETAILS	IS THIS REQUEST FOR EMERGENCY REPAIRS ?:	
Req#:	PO#:	
COMPANY NAME:		
CONTACT NAME:		
Email:	PHONE:	

REQUISITION A	REQUISITION ACTION		ACTIVITY ID	Amount	CHANGE ORDER DESCRIPTION / NOTES