|  |  |  |  |
| --- | --- | --- | --- |
| School/Directorate |  |  |  |
| Discipline/Portfolio |  |  |  |
| Campus/site |  | | |
| Proposal Author |  | | |
| Proposal Owner |  | | |
| What is the acquisition for? |  | | |
| Justification for work |  | | |
| Solution Type  (Double click required box & select ‘Checked’) | reconfigure space  relocation  IT hardware, software or solution | refurbish space  repairs and maintenance issue *(would an Archibus work request solve the problem eg: blown light, move whiteboard, repair lock. If yes, please do not submit this proposal and log a work request in Archibus)* | |
| Details of Proposed Works (Please attach drawings/photos to clearly show work required) |  | | |
| Proceed with Work/  Funding Source | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Debit Account Code** | **Ledger** | **Cost Centre** | **Operating Activity** | **Natural Account** | **Ext/Int** | **Function** | **Cost** | |  |  |  |  |  | 0 | 0 | $ | | | |
| Project Owner Sign Off |  | Signature | |
|  | | | |