|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
|   |