|  |  |
| --- | --- |
|  http://www.slu.edu/Documents/marketing_communications/logos/slu/SLU_LogoLeftAligned_CMYK.jpg  **Request for Space Allocation**  |  |
| Date Received |  |
|  |
| Step I: Request for Space Allocation |
| Requesting Dept. |  | Date |  |
| Dept. Contact |  | Phone |  |
|  |  | E-Mail |  |
|  |
| *Space Description:**Justification:**Funding Source:* ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***(account name & number)**Authorizing Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| Dean/Dept. Head |  | Date |  |
| Administrative Head |  | Date |  |
| Vice President/Provost |  | Date |  |

|  |
| --- |
| Step II: Executive Staff Review & Recommendation |

**Authorizing Signature:**

|  |  |  |  |
| --- | --- | --- | --- |
| AVP Facilities Services: |  | Date |  |

|  |
| --- |
| Step III: President |

 |
| President’s Signature |  | Approved |  | Denied |  | Date |  |
|  |