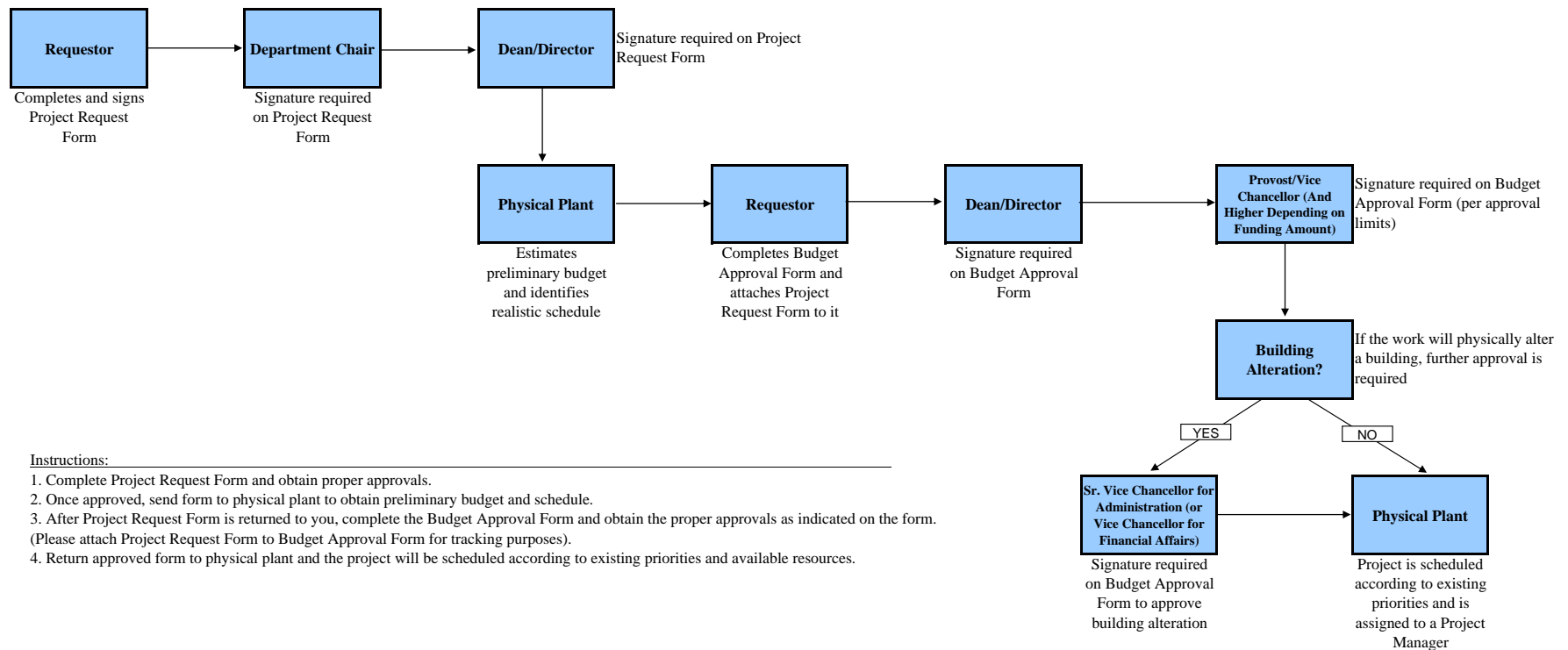


# TROY UNIVERSITY

## Process for Obtaining Approval for Unplanned Project Requests



**Instructions:**

1. Complete Project Request Form and obtain proper approvals.
2. Once approved, send form to physical plant to obtain preliminary budget and schedule.
3. After Project Request Form is returned to you, complete the Budget Approval Form and obtain the proper approvals as indicated on the form. (Please attach Project Request Form to Budget Approval Form for tracking purposes).
4. Return approved form to physical plant and the project will be scheduled according to existing priorities and available resources.