

## **Request for Allocation of Space**

**This form documents an expected or impending need for space that cannot be met within the existing college or division allocation.**

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**Part IV: Space Request Information**

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**Part VI: Supporting Documentation**

**Part VII: Approval of Request**

*By signing, all assert that the need requested here cannot be met within existing space controlled by the College/Division. Further, the signer acknowledges the applicability of budget model requirements concerning the distribution of operations and maintenance expenses for space based on unit space allocations.*

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**Part VIII: University Space Planning Action:**

*Received by University Space Planner; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      Disposition: [Date: \_\_\_\_/\_\_\_\_/\_\_\_\_]*

*Notes:*

**Part IX: Final Approval: Space Committee, Florida Atlantic University**

**Chair Signature:** \_\_\_\_\_