

CIP Project Request Form

Submitting Unit: _____	Contact Person: _____
Project Title: _____	Date Submitted: _____

Project Description:

- Type of material?

- What needs to be done?

- Approximate number of materials involved? _____

Distinctive characteristics: (unusual size of items, foreign languages, special handling required, other)?

Importance to submitting unit (Circle one): **High** **Medium** **Low**

Please explain:

Unit Director's Signature

Conditions that would impact timing?

Note: If unit has special funding for the project or suggestions for internal or external resources/methods to accomplish work, please describe on back of form.