



OPERATIONS

TEXAS TECH
Administration & Finance

Project Information Form

Project Number

Date

Building/Location

Project Name

Requestor

Requestor Email

Approximate Budget for Project

Budget Derived From
Examples: self-estimate, quote

When do you envision this project being completed?

If you have spoken with someone in Operations about this project, who?

FOP #(s)*

***Please note that this is required to proceed.**

Funding Type

Examples: Departmental, grant, donor, HEF, etc.

Are you adding signage or graphics?

Yes

No

If you are adding signage or graphics, is it standard?

Yes

No

Have any non-standard signage or graphics been approved by Marketing and Communications?

Yes

No

Is signage donor related?

Yes

No

Is this project related to research?

No

If no, complete and submit this form.

Yes

If yes, and you are considering Texas University Funds, complete the TUF Investment Opportunity application at InfoReady – Application (infoready4.com).

If this project is related to a new hire, will they have a start-up package?

Yes

No

If this project is related to a new hire, have they officially accepted their offer?

Yes

No

What is their start date?

Project Overview/Scope/Requirement

Justification/Strategic Impact

Department Head / Chair Approval*

Dean / Vice President Approval*

***Please note that these are required to proceed.**