Requested By

Requestor: Smith, Jane
Email: jsmith@ksu.edu

Contact Info

Requestor is not the contact: 

* Name: 
* Email: 
* Phone: 

Billing Info

Billable request? Yes No / I don't know
Account: 
Requisition Number: 

Location

* Building: 
Room: 

Additional Location Info: If multiple locations list in "Additional Location Info" section

Outline of Space Requirements: Proposed use, square footage desired, number of occupants.

Request Details

* Problem Code: ALL SPACE REQUEST ON CAMPUS

Additional Description Info: List department that is requesting space and funding source for any potential renovations. Briefly describe what space you are interested in and how your request supports the guiding principles.

Desired Date: Date that you would like to occupy space

Submit