

**UNIVERSITY OF KENTUCKY**  
**PROJECT ESTABLISHMENT FORM**

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Form Instructions](#)

**1. PROJECT INFORMATION**

Project Title \_\_\_\_\_

Projects \$600,000 or more must use the title of authorized project as stated in Budget Bill

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Location \_\_\_\_\_

Building Name Bldg. # Room #

Business Area \_\_\_\_\_ Responsible Person \_\_\_\_\_

Functional Area \_\_\_\_\_ Responsible Cost Center \_\_\_\_\_

Department Number \_\_\_\_\_ Requesting Cost Center \_\_\_\_\_

Work to be performed. (Explain scope of work such as move walls, doors, lights, utilities, paint, floor covering, etc.)

Will this change the classification of space? (i.e. classroom to office)

☐ No ☐ Yes *If yes, please explain:*

Is this an upgrade compared to the function of the existing item/structure?

☐ No ☐ Yes *If yes, please explain:*

Justification of request. (Explain need for change)

Legislative Authority. *If applicable, provide supporting documentation.*

**2. ESTIMATE/FUNDING INFORMATION**

	Estimator/Project Mgr.	Phone	Estimate/Project #	Est. Amount/Scope	Amount Funded
Campus Physical Plant					
Capital Project Management					
Communications					
Med Center Physical Plant					
Vendor/Ag FM/Other					

**Project Total**

**Approvals:**

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Dean/Unit Head

\_\_\_\_\_  
Sr. Vice President/Provost

**3. WBS ELEMENT INFORMATION (General Accounting Use Only)**

Project Definition \_\_\_\_\_ WBS Element \_\_\_\_\_ Project Profile UK Capital Projects

Project Name \_\_\_\_\_

Business Area \_\_\_\_\_ Functional Area \_\_\_\_\_

Project Purpose \_\_\_\_\_ Source Code \_\_\_\_\_ Discipline (CIP) \_\_\_\_\_

Department \_\_\_\_\_ Project Status \_\_\_\_\_ Building Number \_\_\_\_\_

Construction in Process \_\_\_\_\_ IP Fund Number \_\_\_\_\_ Mission Supported \_\_\_\_\_

Responsible Person \_\_\_\_\_

Responsible Cost Center \_\_\_\_\_ Start Date \_\_\_\_\_

Requesting Cost Center \_\_\_\_\_ End Date \_\_\_\_\_

Legislative Authority \_\_\_\_\_

Legislative Auth. Date \_\_\_\_\_ Board Date \_\_\_\_\_

Project Fund Number \_\_\_\_\_

Approved \_\_\_\_\_

Keyed \_\_\_\_\_

Verified \_\_\_\_\_