FACILITIES MANAGEMENT

FACILITIES MANAGEMENT | UNIVERSITY OF SOUTH FLORIDA
4202 E. FOWLER AVENUE, OPM 100 | TAMPA, FLORIDA 33620-7550

PMG-48A

EDITION: JANUARY 31, 2021

PHONE: (813) 974-2845 | WEBSITE: www.usf.edu/fm-dc

USF-FM PROJECT DEVELOPMENT FORM -- MAJOR PROJECT

INSTRUCTIONS TO PROJECT MANAGER:

1. COMPLETE THE **PROJECT DEVELOPMENT FORM** ENTERING ALL INFORMATION.
2. THE "**ENABLE EDITING**" CHECK BOX IS USED BY CONTROLLER'S OFFICE TO ENTER ADDITIONAL DEFINITION TO THE PROJECT NUMBER. DO NOT ALTER THE **PROJECT ID** NUMBER.
3. WHEN A PROJECT REQUIRES MULTIPLE FUNDING SOURCES USE "**FUND NO 2 - 15**" TO PROVIDE ADDITIONAL FUNDING SOURCE CHARTFIELD INFORMATION.
4. REFER TO **PMG-48C**, FACILITIES MANAGEMENT PROJECT NUMBER MATRIX CHART FOR ADDITIONAL INFORMATION WHEN ESTABLISHING THE PROJECT NUMBER.
5. SAVE A COPY OF THIS FORM AND THE SUBMITTAL EMAIL FOR YOUR RECORDS.
6. IF A CHANGE IS NEEDED UPDATE THE APPROPRIATE FIELD(S) AND SUBMIT THE UPDATED FORM.

PAGE	1	OF	1	PAGES

DATE:
USF PM:
EMAIL:
PHONE:

PROJECT ID:

☐ ENABLE EDITING (AUTO GENERATED PROJECT NUMBER BASED ON SELECTIONS MADE BELOW)

CAMPUS / SITE: Make Selection
FUNDING: Make Selection
FUNDING TYPE: Make Selection
CATEGORY 1: Make Selection
YEAR: (20XX) Make Selection
CATEGORY 2:
SERVICE AREA:

PROJECT NAME:

DESCRIPTION:

CATEGORY 1 & 2 OPTIONS:

300 / 400	USF SYSTEMS (SPECIAL)	380 / 480	ATHLETICS
310 / 410	ACADEMIC AFFAIRS (PROVOST)	390 / 490	MISC.
320 / 420	COLLEGES	5XX	FLORIDA STATE FUNDS, BOND OR GRANT
330 / 430	USF HEALTH SCIENCE (HEALTH SCIENCES)	6XX	CITF
340 / 440	OFFICE RESEARCH & INNOVATION (RESEARCH)	7XX	PECO ADA / FIRE CODE
350 / 450	STUDENT AFFAIRS	8XX	PECO MINOR RENOVATION
360 / 460	UNIVERSITY ADVANCEMENT	9XX	PECO INFRASTRUCTURE
370 / 470	BUSINESS & FINANCIAL SERV. (UNIV. SERVICES)		

DEPARTMENTAL CHART FIELD:

(REQUIRED FIELDS IN **BOLD TEXT** BELOW. * USE "0" FOR **PRODUCT** & **INITIATIVE** UNLESS PROVIDED. ** **BUDGET REFERENCE** RELATES TO **FY FUNDING**. EX: "FY-2020").

	FUND NO 1:	FUND NO 2:	FUND NO 3:	FUND NO 4:	FUND NO 5:
DEPARTMENT ID:	000000				
FUND CODE:	00000				
* PRODUCT:	000000				
* INITIATIVE:	0000000				
** BUDGET REFERENCE:	2020				

BUDGET ALLOCATION: *

	FUND NO 1:	FUND NO 2:	FUND NO 3:	FUND NO 4:	FUND NO 5:
Make Selection					
Make Selection					
Make Selection					
Make Selection					
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Make Selection					
* STATE APPROPRIATED FUNDS USE: 88515 TOTAL:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL THIS PAGE:	$ 0.00				
*** GRAND TOTAL:	$ 0.00	OF 1 PAGES (*** USE WITH MULTIPLE PAGES)			

ACCOUNTABLE OFFICER:

	FUND NO 1:	FUND NO 2:	FUND NO 3:	FUND NO 4:	FUND NO 5:
NAME:					
PHONE:					

PROJECT DATA:

SPACE IMPACT NO:
BUILDING:
ROOM:

PROJECT PHASE: Make Selection
PROJECT STATUS: Make Selection
CUSTOMER: Customer

START DATE:
TARGET CLOSE-OUT:
ADJUSTED CLOSE-OUT:

CLEAR ALL | SAVE

R Gonzalez | S Baynard | E Wilkerson | S Lafferty | A Manning

DEPARTMENTAL CHART FIELD: (REQUIRED FIELDS IN **BOLD** TEXT BELOW. * USE "0" FOR PRODUCT & INITIATIVE UNLESS PROVIDED. ** BUDGET REFERENCE RELATES TO FY FUNDING. EX: FY-2020")

	FUND NO 6	FUND NO 7	FUND NO 8	FUND NO 9	FUND NO 10
DEPARTMENT ID :					
FUND CODE :					
* PRODUCT :					
* INITIATIVE :					
** BUDGET REFERENCE :					

BUDGET ALLOCATION:

	FUND NO 6	FUND NO 7	FUND NO 8	FUND NO 9	FUND NO 10
Make Selection					
Make Selection					
Make Selection					
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Make Selection					
* STATE APPROPRIATED FUNDS USE: 88515 TOTAL:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

ACCOUNTABLE OFFICER:

	FUND NO 6	FUND NO 7	FUND NO 8	FUND NO 9	FUND NO 10
NAME:					
PHONE:					

DEPARTMENTAL CHART FIELD: (REQUIRED FIELDS IN **BOLD** TEXT BELOW. * USE "0" FOR PRODUCT & INITIATIVE UNLESS PROVIDED. ** BUDGET REFERENCE RELATES TO FY FUNDING. EX: FY-2020")

	FUND NO 11	FUND NO 12	FUND NO 13	FUND NO 14	FUND NO 15
DEPARTMENT ID :					
FUND CODE :					
* PRODUCT :					
* INITIATIVE :					
** BUDGET REFERENCE :					

BUDGET ALLOCATION:

	FUND NO 11	FUND NO 12	FUND NO 13	FUND NO 14	FUND NO 15
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
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Make Selection					
Make Selection					
* STATE APPROPRIATED FUNDS USE: 88515 TOTAL:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

ACCOUNTABLE OFFICER:

	FUND NO 11	FUND NO 12	FUND NO 13	FUND NO 14	FUND NO 15
NAME:					
PHONE:					

TOTAL THIS PAGE: $ 0.00

Requisition / Change Order Request

USF ADMINISTRATIVE SERVICES BUSINESS CENTER

PMG-12Aa

USF FM-DC Project Management Guide
Edition: January 24, 2020

Please allow 1 week for processing this Requisition/Change Order Request (RCO). Additional time will be required for requests exceeding $1M.
Please complete a new RCO form for each Purchase Order.
Send completed form & all required documentation as a **PDF file** to: **ASBC-CONSTRUCTION@USF.EDU**

ASBC Use Only Date Received: Date Entered: Requisition #:

A Project Details

Project Number (ID): _____

Project Name: _____

SIR No: _____ Building: _____ Room(s): _____

B Customer Details

Accountable Officer: _____

Contact Name: _____

Email: _____ Phone: _____

C Project Manager

Name: _____ Email: _____ Phone: _____

D Funding Source(s) / Chartfield(s)

	Op Unit	Dept	Fund	Product	Initiative	Bud Ref
F-1	Select	000000	00000	000000	0000000	2020
F-2	---					
F-3	---					
F-4	---					
F-5	---					
F-6	---					
F-7	---					
F-8	---					
F-9	---					
F-10	---					
F-11	---					
F-12	---					
F-13	---					
F-14	---					
F-15	---					

E Request Details

Service/Scope:

REQ# _____ PO# _____

Company Name: _____

Contact Name: _____

Email: _____ Phone _____

Requisition Action		Fund #	Activity ID	Amount	Change Order Description / Notes
Select	Select	Select	Select		
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			PO Total:	$ 0.00	

Clear Request Form | Print Request Form