



University of Western States
New Campus Capital Facility and Equipment Request Process

University of Western States (UWS) will soon be making our historic move to the new Tillamook campus. This move will provide us with a modern campus with an exceptional student learning environment, an outstanding teaching environment for our faculty, high quality new clinic space in support of our patients and students, and an excellent working environment for our faculty and staff.

Every effort has been made to renovate our new facility in a way that meets departmental needs with an emphasis on supporting our outstanding students, our patients and the mission of UWS. However, as with any significant change, there will be questions regarding layout, space, furniture, etc. It is important that we spend time in the new space prior to considering any changes that will require the use of university resources.

In order to ensure we have a process that is sufficiently vetted at various levels of the university and allows us to carefully manage our finite resources, we have developed a form (*see attached*) that employees, via their supervisor, department head and executive may utilize should they have questions or concerns regarding facilities, equipment, or significant space changes.

The process will require the initiating party to complete the form and send it to their supervisor. If their supervisor supports the request, it will then be sent to the department head and then the member of the executive team responsible for overseeing their department or area, should the department head support the request. The signature block on the attached form represents the process flow. It is important to note that the institution does not intend to make any substantial facilities changes or purchases until we can “live” at our beautiful new campus for twelve months, with the exception of life safety, compliance and code issues as determined by the senior vice president for finance and administration/CFO.

The form will allow us to develop a list of potential projects and equipment as well as significant space change requests so that any allocation of resources will be addressed in a holistic, planful and efficient manner in support of our mission.



Capital Facility and Equipment Request Form

This form is to be used for unbudgeted capital and equipment requests and significant space change requests. Please complete all sections and provide as much detail as possible.

Requestor Information	
REQUEST INITIATED BY:	PHONE #/EMAIL:
DEPARTMENT:	DATE SUBMITTED:
REQUESTED IMPLEMENTATION DATE:	
ESTIMATED COST:	PROPOSED FUNDING SOURCE:
PROJECT/REQUEST DESCRIPTION:	
How will this request, if approved, enhance the department's ability to serve students and/or patients?	
Please describe the benefits to UWS and our mission if this request is approved.	
Please describe the impacts to our mission if this request is not approved.	
Please describe other alternatives that have been considered and why they were not selected.	
Please describe any impacts to other departments that would result if this request was implemented.	

Please explain any impacts to the UWS operating costs.

REVIEW AND APPROVALS

Print Name

Signature

Date

Requestor

Department Head Review

Department Executive Review

Chief Business Officer Review

Senior Vice President-Finance and Administration Review

Senior. Vice President-Finance and Administration Approval or Disapproval

Office Use

Estimated Cost:

Funding Source:

University of Western States Mission

To advance the science and art of integrated health care through excellence in education and patient care.