



Saint Martin's
UNIVERSITY

Special Project Proposal Form

Today's date:

Name:

College/school/division:

Budget code:

Projected project cost:

Date requested for completion:

Project description (use this space to describe in detail what you need):

Requested furniture/office equipment/other (if any):

IT request (computer/hub, if any):

Approvals:

Signature of Dean (Cabinet member):

Budget approval (President/Provost/or CFO):

Important: Once printed and signed, please upload a scanned copy of this form and submit your completed special project proposal online: www.stmartin.edu/SpecialProjectProposal