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

PMG-48A

EDITION: November 2, 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.

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:	Make Selection
SERVICE AREA:	Make Selection

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:					
FUND CODE:					
* PRODUCT:					
* INITIATIVE:					
** BUDGET REFERENCE:					

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					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
TOTAL:	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

* STATE APPROPRIATED FUNDSUSE: 88515

TOTAL THIS PAGE: $ 0.00

*** GRAND TOTAL: $ 0.00 OF ____ PAGES (*** USE WITH MULTIPLE PAGES)

Comments / Notes: *

ACCOUNTABLE OFFICER:

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

PROJECT DATA:

SPACE IMPACT NO:		PROJECT PHASE:	Make Selection	START DATE:	
BUILDING:		PROJECT STATUS:	Make Selection	TARGET CLOSE-OUT:	
ROOM:		CUSTOMER:		ADJUSTED CLOSE-OUT:	

CLEAR ALL
SAVE

R Gonzalez | S Berrian | 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					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
Make Selection					
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					
Make Selection					
Design					
Design					
Design					
Design					
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:					

$ 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					
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