

# Project Request Form

Name:		Office #:
Department/Office:		Phone #:
Date:	Date Due:	

Detailed Description of Job Requested:

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Goal(s) of Project:

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Target Audience:

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Fund/CC:

*Please note: All labor will be covered by the College of Education and Human Development. Printing, laminating and otherwise off site work expenses will be covered by the department/office.*

Requestor Signature: \_\_\_\_\_

Chair/Department Head Signature: \_\_\_\_\_

Dean's Office Signature: \_\_\_\_\_

*For Office Use Only*

Date Received:	Date Due:	Comments:
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Please return to: nicole.m.leffler@wmich.edu, mail stop # 5229, 2212 Sangren Hall or fax 7-2882. Thank you