

Austin Peay State University Space Request Form

This form is required to be submitted to the space allocation committee to request new or vacated space, change in capacity or function of space or change in existing space. Once the form is signed by all the appropriate parties, send to financeAdmin@apsu.edu or the Office of the Vice President for Finance and Administration.

Requestor's name: _____

Department: _____

Type of request: _____

Justification for request – Please include a suggestion for location and/or change: _____

Submitted: _____
Department Head

Date: _____

Approved: _____
Dean/Director

Date: _____

Approved: _____
Appropriate Vice President

Date: _____