Authorization Required for CWU Moves/Space Changes

1. Division heads have authority over space requests coming from their assigned areas. Requests that overlap divisions require collaboration between/among the division heads. Division heads are responsible for updating the President as deemed appropriate. The President has ultimate approval authority.

2. The current list of designees is noted in table 1. The space team is instructed to redirect all space requests from your division to the division head or designee. Division heads wishing to add or remove delegated authority must do so in writing by sending an email to space@cwu.edu.

Table 1: Division Heads and Designees for Space Requests.

Division & Division Head	Delegate Authority to APPROVE Requests	Delegated Authority to Submit Request
President's Office –James Wohlpart	NONE	Dania Cochran
Provost & VP ASL – Patrick Pease	NONE	Kurt Kirstein
VP BFA – Joel Klucking	NONE	NONE
VP Student Engagement & Success – Veronica Gomez Vilchis	NONE	NONE

3. Email requests to space@cwu.edu must identify the scope of work and a contact person. The following template will be used for this purpose. Email requests must originate from the division head or designee – a CC to the division head or delegate will not be accepted. Moves of 3 or fewer persons within space of a single division are exempt from this approval requirement. It is understood that exempt moves will be communicated through the division level chain of command to assure division head awareness of all moves. Requests and work order submissions from unauthorized requestors will be returned to sender with instructions to secure proper approval.

Authorized Contact Person: (Name, Phone, Email, Dept/Program)	
Scope of Work	
Building/Location	
Description of current condition	
Describe desired result after space change	
Justification for space change	
Budget Speedkey	
Funding Authorized by (VP of unit's division):	
Please attach any documents that may help us to understand the current condition *and* the *desired result* of your request.	