



**Excelsior  
Community  
College**

*Transforming Lives, Nurturing Global Citizens.*

**PROJECT**

**PROPOSAL FORM**

**NAME OF EVENT/PROJECT:** \_\_\_\_\_

**PROPOSED START DATE:** \_\_\_\_\_

**EVENT/PROJECT OVERVIEW:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SERVICES REQUESTED: 1.** \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**JUSTIFICATION FOR PROJECT:** *(attach supporting documents where available)*

\_\_\_\_\_

\_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_

**SCHOOL/DEPT:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Ticket No.:** \_\_\_\_\_

**Estimated Cost:** \_\_\_\_\_

\_\_\_\_\_  
**PLANT MANAGER SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**VP ADMINISTRATION'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PRINCIPAL'S SIGNATURE**

\_\_\_\_\_  
**DATE**