

## Space Allocation & Assignment Request Form

The purpose of this form is to formally request space to be allocated and assigned.

**PLEASE COMPLETE ALL SECTIONS.**

**NOTE: Once all Signatures for Approval are acquired, scan and email the form to [spc-helpdesk@alamo.edu](mailto:spc-helpdesk@alamo.edu) .**

<b>Section I</b>	<b>Requestor Information:</b>	
	Name:	Title:
	Department:	Building:
	Extension:	E-mail ID:
	Fax #:	Banner Account #:
<b>Section II</b>	<b>Reason For Space Request: (Describe the Department's need for the space.)</b>	
<b>Section III</b>	<b>Request Justification: (Include intended use of the space, i.e., office, classroom, lab, storage, etc., # of occupants, and general building location desired, if known) <span style="color: red;">SPC-IT Service Request is required for location changes of technology equipment – telephones, computers and printers.</span></b>	
<b>Section IV</b>	<b>Special Requirements: (i.e. wiring, lighting, structural changes etc.)</b>	
	<b>Estimated Cost and Funding Banner Account#:</b>	
<b>Section V</b>	<b>Date space is needed and duration of assignment:</b>	

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Dean/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Student Success

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of College Services

\_\_\_\_\_  
Date