



**SOUTH TEXAS  
COLLEGE**

FACILITIES PLANNING AND CONSTRUCTION

## Space Modification or Reallocation Request

PLEASE SUBMIT THIS REQUEST IN **ORIGINAL** FORM VIA INTERCAMPUS MAIL TO THE FACILITIES PLANNING & CONSTRUCTION DEPARTMENT AT 3200 W. PECAN BLVD, N-179. PHONE: 872-3737. FAXES OR COPIES **WILL NOT** BE ACCEPTED.

<b>Date:</b>	<b>FPC use only:</b>
<b>Submitted by:</b>	<b>Phone:</b>
<b>Department:</b>	
<b>Space Location</b>	
<b>Campus:</b>	
<b>Building:</b>	<b>Room No:</b>
<small>PLEASE CHECK OFF BELOW IF THIS IS A MODIFICATION OR REALLOCATION REQUEST.</small>	
<input type="checkbox"/> <b>Modification</b> <i>Requesting to change the existing structure</i>	
<b>Description:</b>	
<input type="checkbox"/> <b>Reallocation</b> <i>Requesting to change the purpose of a space</i>	
<b>Current Use:</b>	
<b>Proposed Use:</b>	
<b>Justification</b> <i>Provide a detailed reason for the request</i>	

REVISED 05-25

**Requestor's Signature:** \_\_\_\_\_

**Site Coordinator's Signature:** \_\_\_\_\_

**Dean or Director's Signature:** \_\_\_\_\_

**Vice President's Signature:** \_\_\_\_\_

**FPC Approval:** \_\_\_\_\_