



## MEMORANDUM

**TO: Vice Presidents** **March 9, 2016**  
**Deans, Directors, Department Chairs**

**FROM: John Giarrusso**  
**Associate Vice President for Finance and Administration**

**SUBJECT: Fiscal Year-End Deadline for Customer-Requested Improvements**

Please note that departments or units wishing to charge current year (2015-16) funds for planned/requested physical plant alterations or improvements to their space(s) must submit such request(s) via the online work request system by **4:00 pm on Friday, April 1, 2016**.

Thereafter, funding slips for these customer-requested improvements must be returned, with appropriate signatures and account information, to the Office of Facilities Management by **4:00 pm on Friday, April 15, 2016**.

The above deadlines and procedures are consistent with prior years and help ensure that the large volume of year-end requests for such work are effectively handled and coordinated with the numerous other capital renovations and maintenance projects planned over the spring and summer months.

Please contact the Customer Service Center at 442-3480 with any questions or for additional information.