

Memorial or Commemoration Request Form
Form RPM-3

Section I	<p>Requestor Information:</p> <p><i>Name:</i> _____ <i>Title:</i> _____</p> <p><i>Department:</i> _____ <i>Building:</i> _____</p> <p align="right"><i>Extension:</i> _____ <i>Facsimile:</i> _____</p>
Section II	<p>Reason for memorial or commemoration</p>
Section III	<p>Physical description of memorial or commemoration (size and description of appearance)</p>
Section IV	<p>Proposed budget</p>

* Memorials and commemorations are received as gifts to the University, and once received become the property of the University. The memorial or commemoration may be moved or removed at the discretion of the University. No memorial or commemoration will be considered in perpetuity. Objects that reach the end of their useful life or become unsightly due to damage, age or wear will be removed.

 Requestor's Date

 Dean's Signature Date

 Vice President's Signature Date

 Real Property Manager's Signature Date

FOR OFFICE USE ONLY

Space Planning and Management Committee

- Approved
- Disapproved