cc: Space Committee Members

The President has approved this space assignment.

Scheduled to occur in October/November, 2011. Immediate
full move out of the accounts payable offices to the Emerald City building that is currently
Space Management, Department and Graphic Design function. The assignment is subject to the
the office square footage currently used for accounts payable to be used for offices for the
Your request for office space in Capital Assets building #77, has been approved. This assigns
Space Request for Office Space in Accounts Payable Offices in Capital Assets

Subj: August 18, 2011

Date: Jennis L. Burton, Chair, Space Committee

From: Brian Chapee, Associate Vice President

To: Suzanne Hanks, Space Analyst

Memorandum

2985234230 Fax
2985232708
Flagstaff, AZ 86011-4888
Office of Finance & Administration
Northern Arizona University
3. Received by SpSU Chair __________

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**Recommendation**

- Yes
- No

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**Routine**

- Yes
- No

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**Proposal Personnel Need:**

- Full-time
- Part-time
- Temporary

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**Location for Space Desired:**

- 77 South
- (other special needs)

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**Features Required:**

- Lab section capacity:
- Seating Capacity:
- Size of the Area:
- Use of Space:

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**Space Needed**

- Campus Unit: ________
- Space: ________
- List: ________

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**Date:** July 27, 2011

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**Requestor:** Suzanne Hanks & Brian Reagon

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**Request for Space Re-Evaluation**

Space Planning and Space Utilization Committee
Program and other relevant factors must accompany this form. A justification based on the university strategic priorities, personal needs, projected growth of

_________________________  ____________  ____________
For Cabinet  Denied  Approved

_________________________
Date

4. Recommendation sent to administration

_________________________
REQUEST FOR SPACE REALLOCATION
SPACE PLANNING AND SPACE UTILIZATION COMMITTEE