



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Facilities Management  
Issue/Revision Date: 12/01/2017

## **Approval of New Projects**

---

---

### Policy:

Summary/Purpose: Written approval from Facilities Management must be obtained for any University construction, renovation, and/or landscaping projects.

All new construction, renovation, and landscaping projects at any campus or location of Alcorn State University must receive written approval from Facilities Management before any project related activity may begin. A request for cost estimate form can be obtained from the Facilities Office. This includes all buildings and grounds at the Oxford campus, or those maintained by the University or any of its affiliates including, but not limited to, Academic Buildings, Auxiliary Buildings, Athletic Buildings, Service Buildings, Student Housing Buildings, etc.