John Jay College Form OSPCP.001.4
Office: Finance and Administration
Department: Office of Space Planning & Capital Projects
Contact: Sara Cuya, 212-484-1168 scuya@jjay.cuny.edu
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Office Space Request Form

Office Requests are for Departmental Submissions Only.

All requests for additional office space from departments are processed in through the Strategic Planning sub-committee of John Jay College. When approved, The Office of Space Planning and Capital Projects will begin the process of design and layouts for approval of the department.

Date: _____
Department: _____
Department Head/Chair_____
Telephone # _____
E-Mail _____
Room #_____

Title of New Hire	Date Begins	Notes