

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Space Allocation	Effective Date: July 1, 2011	Policy Number: 02-1-006
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Director of Administrative Services	

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure that any department/division requesting to occupy any vacant or newly available office spaces located on campus submit their request in writing to Administrative Services for approval.

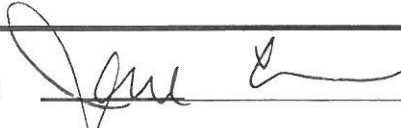
II. Applicability/Scope

This applies to all College Personnel.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Requestor	Must submit in writing to Administrative Services a request for existing available space or a newly vacated space.	Early as Possible
Requestor	Must have reasonable justification why new or additional space is needed.	
Administrative Services Cabinet	Allocation of vacant spaces or interdivisional moves or reallocations must be approved by the President's Cabinet. Internal moves must be approved by the appropriate Cabinet member in consultation with Administrative Services.	Will review request within 2 Business Days
Administrative Services	Will approve any space allocation and will add it to the College Space Utilization Report.	Within One Week of the Request.

IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>10-10-11</u>
Title: <u>Director, Administrative Services</u>	