

M. The **Effective Date** for this request:

N. BASIC JUSTIFICATION: Provide the factors necessitating change, rationale for selecting proposed structure and site, etc.

O. COST OF EFFECTING ORGANIZATION CHANGE: Provide relocation costs, operational costs (salaries, utilities, transportation, travel, etc.,) for existing and proposed structure.

P. IMPACT ON BUDGET AND/OR EFFECT ON PENDING BUDGET REQUESTS: Provide impacts upon current fiscal year budget or upcoming fiscal year budget request.

R. EFFECT ON PROGRAM MANAGEMENT AND OPERATION: Provide effects on efficiency and effectiveness, and quality of goods and services provided to customers.

S. Point of Contact: Provide a point of contact for questions regarding this request:

Name:

E-mail Address:

Organization:

Fax: () -

Phone: () -