General Improvement Request (GIR) Instructions

Please complete and sign all fields electronically. Handwritten submissions and corrections will not be accepted.

A General Improvement Request (GIR) is required for requests meeting any of the following:

- Requires a cost estimate
- Will permanently modify the facility or its function
- Cost expected to exceed $25,000

Section One: To be completed by requesting department. The requestor must obtain signed approval from their Dean/Director and Area Vice Chancellor before Facilities Management (FM) will process the request.

Section Two: Top portion to be completed by the Project Manager and returned to the requestor to obtain approvals at bottom. The requestor must provide a Budget Purpose (BP) account and obtain signed approval from the account’s Fiscal Officer, Area Vice Chancellor, and the Vice Chancellor for Administration. BPs beginning with 76xxxx must obtain further approval from the Office of Research Projects. BPs beginning with 78xxxx must obtain further approval from the SIUE Foundation.

Split Billing Worksheet: To be used as an addendum to Section Two for departments who wish to split billing between/among more than one BP.

Section Three: To be updated by FM administrative staff. This section documents all funding approvals a project.

Change Order: To be filled out by the Project Manager to document a change in the Statement of Work and/or previously approved budget or funding account. To be approved by the requesting department’s Fiscal Officer, and if increasing the budget $10,000 or more, the department’s Area Vice Chancellor.