

Memorial & Honorary Tree Planting Request Form

(To honor/memorialize former university employees only)

Please complete this form and send it to Campus Planning and Facilities, MS 1290. Requests are reviewed by the Facilities Planning Council. You will be notified as to the Council's decision. If your request is approved, it will be forwarded to FOAM. For inquiries call 6-5169.

Department/Unit Name: _____

Contact person: _____ Phone: _____ MS _____

In Memory of: _____

In Honor of: _____

Reason for honoring/memorializing:

Charge Dept ID# (only local/PR funds can be used) _____
(Includes tree, labor, and plaque)

Approved by Dean/Department Head: Signature: _____

(Print Name) _____ Date: _____

A tree will be planted and a plaque installed by Facilities Operations and Maintenance Department working in conjunction with the requesting department/unit. Facilities Operations and Maintenance will determine the type and location of each tree.

Please PRINT text to be placed on the plaque. Maximum of 4 lines and 16 characters on each line:

CAMPUS PLANNING AND FACILITIES USE ONLY

FPC Approved/Denied:

Date: _____

Department/Unit Notified (Date & Initials):

Form sent to FOAM (Date & Initials):