



Office of the Controller
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Space Survey Sign-Off Sheet

(Directions – Please print, fill out and sign form. Then send back to the Office of Budget Planning and Resource Analysis. It is recommended that you scan the completed form and send as a .pdf or faxed when you have completed the survey)

Fill out, sign and return to Cindy Norbut, Budget Planning & Resource Analysis, Rm 201-GC, University Hall

Department Name: _____

Print Name of Department Head

Print Name of Space Coordinator

Coordinator's Phone Number: _____

Coordinator's Address: _____

All changes are noted on the Space Correction Sheet(s)

No changes need to be made

I Certify that the space inventory we received, with all exceptions noted and attached to this document, is an accurate report of the space utilized by our College or Department listed above.

Date

Signature of Department Head

Date

Signature of Space Coordinator