

Space Allocation Request Policy

Division: Finance and Management

Responsible Office: Facilities Design and Construction

Date Established: 04/15/1996

Date Last Revised: 04/22/2026

Date Posted to Library: 04/01/2016

POLICY SUMMARY

This policy describes the process and requirements to be followed by SUNY Buffalo State departments requesting the use of campus space additional to their current space allocations.

POLICY STATEMENT

Requests from SUNY Buffalo State units, offices and departments for new or additional space to accommodate new or expanding programs shall be forwarded to the Vice President for Finance and Management via the appropriate vice president. No requests will be considered which are not endorsed by the senior officer in the unit.

Requests should include:

- Description of program to be housed
- Space "program" information (i.e. type of facility needed, occupancy, use, required services, proposed renovations, etc.)
- Construction/renovation budget
- Suggested space(s)
- If targeted space is already allocated within the unit, a description of the to-be-displaced activity and its suggested disposition or relocation.

Requests for space currently allocated to a unit in another vice presidential area will be shared with that vice president.

If space in a unit becomes available because of program discontinuation or as a result of a move to a new location, the space will revert to the Vice President for Finance and Management for reallocation consistent with institutional need.

RESPONSIBILITIES

Departmental representatives

Representatives of SUNY Buffalo State offices, units and departments are responsible for requesting use of additional space from the Vice President for Finance and Management. Such requests must be endorsed by the divisional senior officer.

Vice President for Finance and Management

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The Vice President for Finance and Management is responsible for receiving, reviewing and responding to endorsed requests for use of additional space by offices, units and departments.

APPLICABILITY

This policy applies to all SUNY Buffalo State offices, departments and units.

CONTACT INFORMATION

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APPROVAL

Prior to 2016

REVISION HISTORY

Date of change: 03/06/2015

Brief description of edit: Adapted to standard template. Assigned to Facilities Planning Office.

Date of change: 04/16/2026

Brief description of edit: Reformatted to ADA Accessible Template