

Instructions for completing the "Request to Name/Rename a Building" form (not associated w/naming for an individual, corporation, foundation or organization)

Naming of functional buildings on the University of Georgia campus

It is important that all functional buildings on the University of Georgia campus be named in a consistent manner so that they are reflected accurately in University maps and publications. The following procedural steps to should be followed for naming functional buildings on the University of Georgia campus:

- A. Detail the request on the attached, "Request to Name/Rename Building," form which includes a brief justification for the naming;
- B. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
- C. Forward to the Office of the Vice President for Finance & Administration;
- D. Final approval shall be given by the Provost, VPFA and VPDAR.

Upon final approval, the Office of the Vice President for Finance & Administration will coordinate with other campus departments to ensure that the new building name is reflected in all records and publications.

Send completed form to:
Office of the Vice President for Finance & Administration
230 Administration Building

Questions? Call OVPFA at 542-1361



**UNIVERSITY OF
GEORGIA**

Finance & Administration

Request to Name/Rename a Building

(not associated w/naming for an individual, corporation, foundation or organization)

Date: _____

Point of Origination: Name: _____

Department: _____

Current building name (if applicable): _____ Building no.: _____

Proposed name: _____

Justification (can be attached as separate document if desired):

Faculty/Staff Requestor (print name)

(Signature)

Dean or Director (print name)

(Signature)

Assoc. Vice President/Vice President (print name)

(Signature)

**Please transmit to: Office of the Vice President for Finance & Administration
230 Administration Building**

Office use only

VP for Finance & Administration

Sr. VP for Academic Affairs and Provost

VP for Development and Alumni Relations

Please return to OVPFA when signed.

Abbrev: _____

Copied to requestors, MarComm, FMD, OIR, Campus Mail and OUA _____(date)