

Project Number

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Date Submitted _____
 Contact Person _____
 Department _____ mailcode _____
 Contact Phone _____ FAX _____
 E-Mail Address _____
 Work Location _____
Bldg. Name or Address

Room(s)

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Bldg. No

Account Title _____
 Budget Purpose Dept. Act. 1 Dept. Act. 2 Object
 AIS Acct. #

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 Please provide grant end date _____
 Account Title _____
 Budget Purpose Dept. Act. 1 Dept. Act. 2 Object
 AIS Acct. #

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 Please provide grant end date _____

- Budget Estimate Needed*
- No Estimate Needed/Proceed with Project (If this box is marked (X), Fiscal Officer must also sign "Approval" section below.)

Description of Work Requested:

Signature of Fiscal Officer _____ Date _____
 (REQUIRED)

*Fiscal Officer signature on the line above authorizes Physical Plant to bill the account(s) listed above to develop a Budget Estimate. Additional signatures are required to proceed beyond Budget Estimate. See Departmental Approval section at bottom of form.

<p><i>For Physical Plant Use</i></p> <p>Assigned to: <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> _____</p> <p>BUDGET RANGE: <table border="1" style="display: inline-table; width: 150px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> DATE: <table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table></p>													<p><input type="checkbox"/> Fixed Billing</p> <p><input type="checkbox"/> T&M Billing</p> <p>CONSTRUCTION ESTIMATE</p> <p><table border="1" style="display: inline-table; width: 150px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> _____</p> <p><table border="1" style="display: inline-table; width: 100px; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table> Date _____</p>								

DEPARTMENTAL APPROVAL

Disapproved: _____ Date: _____
 Fiscal Officer
 Cancel Hold Change Project Scope

Approved: _____ Date: _____
 Fiscal Officer (authorizes commitment of funds)

 Dean, Director (for projects over \$25,000) Date: _____

 Plant and Service Operations-Director Date: _____

<p><i>For Physical Plant Use</i></p> <p>Work Order No. _____ _____</p>	<p>Category</p> <p><input type="checkbox"/> Repair & Maintenance</p> <p><input type="checkbox"/> Permanent Improvement</p>	<p>PP Final Cost _____</p> <p>CM Final Cost _____</p> <p>Completion Date _____</p>
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