

FACILITIES PROJECT REQUEST

FAMIS Work Order Number	Project Request Number
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INSTRUCTIONS: Use this form to request labor, material and services from Physical Plant and Physical Planning & Construction. The requesting unit should complete Part A. Project Request Number may be entered above, if preassigned. Questions? Call x9-4444

PART A: ORIGINATOR

Date	Building Name	Room No.		
Originator	Phone	Fax	email	
Person to Contact:	Phone	Fax	email	
Account Name	Fund	Org	Account	Activity Code
Plant Account No. (as applicable)				

DESCRIPTION OF WORK: (provide summary of scope of work; attach supplementary materials as available)

INDICATE DESIRED SERVICE

Proceed with above work. Amount authorized \$ _____

Provide estimate only. Amount authorized \$ _____

\$500.00 is the minimum funding for a Request for Estimate; actual costs only will be billed to the account. Originator will be notified when Estimate will require funding significantly in excess of the authorized amount.

Enclosures

Authorized Signature Date

PART B: PHYSICAL PLANT / PHYSICAL PLANNING & CONSTRUCTION - Received, assigned & entered.

FAMIS Project Name	Project Manager
Brief Description / Comments	Status

Signature Date

PART C: ACCOUNTING - This request has been reviewed, and a lien established for capital projects.

Accounting Approval			Date
Req. No.	Property No.	Percent Capitalization	Asset No.

Distribution: original to PP&C, originator retain file copy