

PRE-CONSTRUCTION REQUISITION FORM



Physical Plant Facility Request

Projects costing more than \$2,500?

FY-12

Faculty Request

Approval/Date:	
Physical Plant Director:	_____
Dean:	_____
Provost	_____
VP Adm	_____

A. Task (Example : Modification of library media studio)

B. Budget Estimate for Department Provided Funds Please check one or more with respective amounts Provide 16 Digit Accounting Code

<u>Source of Funds:</u>	<input type="checkbox"/> Academic Enhancement Fee: _____	_____
	<input type="checkbox"/> Academic Service Fee: _____	_____
	<input type="checkbox"/> Departmental Budget: _____	_____
	<input type="checkbox"/> Foundation Funds: _____	_____
	<input type="checkbox"/> Other: _____	_____
	TOTAL \$ _____	_____

Bid/Quote Requirement:

Board Approval Date:

C. Budget Estimate for Physical Plant Funds Please check one or more with respective amounts Provide 16 Digit Accounting Code

<u>Source of funds:</u>	<input type="checkbox"/> Plant Budget _____	_____
	<input type="checkbox"/> Plant RR Fund _____	_____
	<input type="checkbox"/> S-13 _____	_____
	<input type="checkbox"/> Other _____	_____
	TOTAL \$ _____	_____

Bid/Quote Requirement:

Board Approval Date:

D. Schedule Estimate

State Date _____