

REQUEST FOR PROFESSIONAL SERVICES

(For Physical Facilities Use Only)

PRJ ID: _____ BLDG INDEX: _____ MID #: _____
 PRC: _____ PM: _____ TEAM: _____ PROJECT TITLE: _____

DATE: _____
 PROJECT LOCATION: _____ BLDG: _____ ROOM/AREA: _____
 DEPARTMENT NAME: _____ DEPT #: _____
 CONTACT PERSON: _____ PHONE: _____ EMAIL: _____

DESCRIBE SCOPE OF WORK FOR WHICH SERVICES IS REQUESTED:

CONSTRUCTION SCHEDULE REQUESTED:

WORK WINDOW: YEAR: _____ FALL WINTER SPRING SUMMER OTHER
AND / OR START DATE: _____ FINISH DATE: _____
 SPECIAL REQUIREMENTS: _____

DEPARTMENT AUTHORIZATION:

The requesting department authorizes Physical Facilities to proceed as indicated below. Check the box that applies and provide funding amount and source as required. If more than one source of funds is used, indicate percentage or amount of each.

- Physical Facilities to provide a free ballpark estimate (Source of funds not necessary)
- Physical Facilities to proceed with project management and design. (Provide source of funds. Expenses will begin at receipt of RPS)
- Physical Facilities to proceed with project management, design, and construction as long as the total project budget is less than the amount indicated. (Provide amount and source of funds. Expenses will begin at receipt of RPS)

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FUND (Fund)	COST CENTER (Dept / Project)	GL ACCT (Object)	STAT ORDER (DREF)	% or AMT
UNIT BUSINESS MANAGER			DATE	
DIRECTOR / DEPT. HEAD			DATE	
DEAN / VICE PRESIDENT			DATE	

(For Physical Facilities Use Only, Contains Master Data)

PFBO AUTHORIZATION TO PROCEED:

 COMPROLLER APPROVAL DATE

PROJECT MGMT WORK ORDER

IN-HOUSE DESIGN WORK ORDER

FUND	(930 acct #)	WBSE

PROCUREMENT

- PF CONSTR
- SPW
- CAPITAL
- PURCHASING

PROJECT TYPE

- PRE-CONSTRUCTION
- NEW BUILDING
- UTILITIES IMPROVEMENT
- MAJOR REMODEL
- REPAIR/ MINOR RENOV.
- BUILDING ADDITION