

REQUEST FOR PROFESSIONAL SERVICES

(For Physical Facilities Use Only)

FPIN #: _____ BLDG INDEX: _____ MID #: _____

PROJECT TITLE: _____

DATE: 10/26/06

PROJECT LOCATION: _____ BLDG: FREH ROOM/AREA: 100

DEPARTMENT NAME: Chemistry DEPT #: 5678

CONTACT PERSON: Dr. John Purdue PHONE: 4-5555 EMAIL: employee@purdue.edu

DESCRIBE SCOPE OF WORK FOR WHICH SERVICES IS REQUESTED:

Remodel laboratories to include repairs to floors, walls, bench tops, and some cabinetry repairs. Upgrade lighting and configure to new bench layout. Include new plumbing as well as new electrical and data outlets at lab benches.

CONSTRUCTION SCHEDULE REQUESTED:

WORK WINDOW: YEAR: 2007 FALL WINTER SPRING SUMMER OTHER

AND / OR START DATE: _____ FINISH DATE: _____

SPECIAL REQUIREMENTS: Need construction complete prior to June 1, 2007

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:

COMPTROLLER 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