

Facility/Equipment Alteration Request

Any alteration or addition to buildings, grounds, or equipment, must have this form filled out and signed by location's Principal and submitted to Facilities department for further approval.
Form must be submitted in advance prior to proposed start date.

SECTION A – Project Information

Requestor: _____ Phone: _____ Date: _____

Location: _____

Project Description: _____

(Please attach any additional information with this request)

How does this project align with our District Mission and Core Values?

Proposed Timeline: (indicate any scheduling constraints, dependencies and desired completion date): _____

SECTION B – Funding

Funding Source: School budget Capital or Bond Funds Other (Please Specify) _____

Are there matching funds? (Specify amount and where from) _____

Funding Account Code: _____ Budget: \$ _____

Principal Signature

Date

SECTION C – Department Approvals

Facilities/Safety Department _____

Date _____

Facilities Committee _____

Date _____

Business Office _____

Date _____

Superintendent _____

Date _____

Authorization to Proceed with Project: Yes No PO# _____ WO# _____