

PVUCP F-9
 Issued 01/01/02
 REV: 11/2003
 REV: 05/2005
 REV: 08/05
 REV: 2006

**SERVICE REQUEST FORM
 CONSTRUCTION & PLANNING OFFICE
 JOB ORDER/PROJECT REQUEST**



Department/Office: _____ Date: _____

Contact Person: _____ Tel#: _____

Funding Acct: _____

Work Requested:

Approval:

 Budget Head Date Construction & Planning Representative Date

By signing this form, the Budget Head authorizes the Construction & Planning Office to bill this account for the services rendered.

For Construction & Planning Use Only

Job/Project to be handled by:

- Construction & Planning C-1 Process/IDO Process)
- Building Maintenance (IDO Process)
- Private Contractor (Purchase Order Process)
- Grounds Maintenance (IDO Process)
- Custodial (IDO Process)
- Central Utilities (IDO Process)
- Water Wastewater (IDO Process)
- Environmental Health & Safety
- TAMUS Systems

Inspection Required:

- Yes, see inspection rate sheet
- No
- Estimated Fee \$ _____

Distributed by

 Name Date

- cc:
- Construction/Planning Manager
 - Construction/Planning Inspector
 - Building & Grounds Director
 - Utilities Director
 - Space Allocation Director
 - EHS Director
 - Custodial Services Manager
 - Utilities Manager
 - Grounds Maintenance Manager
 - Building Maintenance Manager
 - Requester/User
 - Other