

CAMPUS FACILITIES REQUEST

Work Order Number	Campus Facilities Request (CFR) Number
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INSTRUCTIONS: Use this form to request labor, material and services from Physical Plant (PP) and/or Physical Planning & Construction (PP&C). Requesting unit should complete Part A. Campus Facilities Request (CFR) Number may be entered above, if preassigned. Questions? Call x9-4444 or email CFRRequests@ucsc.edu.

PART A: ORIGINATOR

Date	Building Name	Room No.	
Originator	Phone	Fax	email
Contact Person:	Phone	Fax	email
Plant Account No. (as applicable)	Fund	Org	Account Activity Code

DESCRIPTION OF WORK: (provide scope of work summary; attach supplementary materials as available)

INDICATE DESIRED SERVICE:

Proceed with above work. Amount authorized \$ _____

Provide estimate only. Amount authorized \$ _____

\$500.00 is the minimum funding for a Request for Estimate; only actual costs will be billed to the account.
Originator will be notified when Estimate will require funding significantly in excess of authorized amount.

Enclosures/Attachments

Authorizing Signature Date

PART B: PHYSICAL PLANT / PHYSICAL PLANNING & CONSTRUCTION - Received, assigned & entered.

Project Name	Project Manager
Brief Description / Comments	Status

PP or PP&C Business Office Signature Date

PART C: ACCOUNTING - This request has been reviewed, and a lien established for capital projects.

Plant Accounting Signature (if necessary) Date

Req. No.	Property No.	Percent Capitalization	Asset No.
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Distribution: Original to PP or PP&C Business Office, e-Copy to Requestor & Project Manager