

**Department of Project Management**

Email: [PMWorkOrder@sdsu.edu](mailto:PMWorkOrder@sdsu.edu)

Phone: 41714

		Work Request Number
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1 Requesting Department		2 Name of Requestor		3 Date	
4 Requestor Email Address		5 Mail Code	6 Phone Number	7 Alternate Contact	
8 Phone Number		9 Location of Work (Building)		10 Room Number	
				11 Preferred Completion Date	
12 Complete Description of Project (Attach drawings or additional sheets if necessary.)					
13 Authorized Signature - Must be on Fiscal Authorization Hierarchy			14 Date	15 Account Number or Billing Information (UOF, Non UOF, Auxiliary)	

**(PROJECT MANAGEMENT USE ONLY)**

Special Approvals Received		<input type="checkbox"/> Digging Permit Required	<input type="checkbox"/> Facilities Services	<input type="checkbox"/> Contract	<input type="checkbox"/> UOF	<input type="checkbox"/> Non UOF	<input type="checkbox"/> Major Cap
EHS <input type="checkbox"/>	DSS <input type="checkbox"/>	<input type="checkbox"/> Architectural Services Required	<input type="checkbox"/> Service Agreement	<input type="checkbox"/> New Work	<input type="checkbox"/> Auxiliary Fund	<input type="checkbox"/> Minor Cap	
FPM <input type="checkbox"/>	PS <input type="checkbox"/>						

Estimated Cost:				Phase:				Final Cost:			
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ROM	SCHEM	D&D	FINAL	Estimate	D&D	Construction								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

Notes: