

**FUNDING REQUEST FORM**  
*(New Requests, Existing Contracts & Solicitations)*

**PROJECT/CONTRACT TITLE & NUMBER:**

**DATE:**

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**PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:**

Project Manager:	PHONE:	EMAIL:
Contract Manager:	PHONE:	EMAIL:
Consultant:	PHONE:	EMAIL:

**PROJECT/ CONTRACT DESCRIPTION:**

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**ADVISORY BOARD/COMMITTEE RECOMMENDATION(S): (If Applicable)**

Date	Board/Committee	Comments

**ENGINEERING ESTIMATE (If Applicable):**

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**CONTRACT FINANCIAL INFORMATION:**

Amount	Account No.	Project String	Source of Funds
Total:		Management & Budget Director:	

**FISCAL IMPACT STATEMENT (REQUIRED for Commission Items):**

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<b>GRANT FUNDED</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>SOURCE:</b>	<b>AGREEMENT NO.</b>
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**SUBMITTED AND APPROVED BY:**

<b>Submitted By:</b>	<b>Department Director:</b>	<b>Date Received By Procurement:</b>

**ATTACHMENT(S) (if applicable to request):**

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|--|---|
| 1. Project Checklist<br>2. Special Conditions (If Applicable)<br>3. Desired Timeline | 4. Construction Plans (If Applicable)<br>5. Scope of Services/Scope of Work<br>6. Technical Specification (If Applicable) |
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