

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

PROJECT/CONTRACT TITLE & NUMBER:

DATE:

PROJECT MANAGERS, CONTRACT MANAGERS, CONSULTANT:

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

PROJECT/ CONTRACT DESCRIPTION:

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

Date	Board/Committee	Comments

ENGINEERING ESTIMATE (If Applicable):

CONTRACT FINANCIAL INFORMATION:

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

FISCAL IMPACT STATEMENT (REQUIRED for Commission Items):

GRANT FUNDED	<input type="checkbox"/> Yes <input type="checkbox"/> No	SOURCE:	AGREEMENT NO.
-------------------------	--	----------------	----------------------

SUBMITTED AND APPROVED BY:

Submitted By:	Department Director:	Date Received By Procurement:

ATTACHMENT(S) (if applicable to request):

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