

**CONSTRUCTION / RENOVATION PROJECT
REQUEST FORM**

School: _____ Date: _____

1. Project (select one) New Construction Renovation
(Includes Storage Buildings, Fencing, etc.) (Includes Drop Ceilings/Painting, etc.)

2. Project Description

3. Proposed Start Date _____

4. Funding Source: School Funds Matching Funds PTA/Boosters
 District Funds Other

Estimated Project Cost: (Include all costs including design fees) \$_____

Explanation of Funding: _____

5. Requested by: _____ Date: _____

Administrator/Principal: _____ Date: _____

Director of Construction: _____ Date: _____

(If Board of Education Approval is Required)

Assistant Superintendent: _____ Date: _____