Account Number: Approved Funds:

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 (Not applicable for cost estimates or space planning service requests.) (If known at time of request submission.)

Location/Building: Area(s):

Contact Name / Phone Ext.:

General Scope of Work:

Administrator Submission Date:
Approval:

Please send completed form(s) to Construction & Design via e-mail at jurtel@schoolcraft.edu. Please direct all questions and concerns regarding this form to Jennie Urtel at extension 5331 or via e-mail. Assigned DCD Project Manager & Project No. will be provided to requestor upon project entry.