



# Facility Alteration Request Form

Any alteration or addition to building or grounds must have this form filled out and **signed by principal**, then submitted to **Maintenance & Operations department** and the **Business Office** for approval.  
*Please attach this form electronically to a School Dude work order.\**

**Form must be submitted three (3) months prior to proposed start date.**

## SECTION A – Requester

Requestor: \_\_\_\_\_ Campus / Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

School Name and Room(s): \_\_\_\_\_

Project Description : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*(Please attach any additional information with this request)*

Proposed Timeline : (indicate any scheduling constraints, dependencies and desired completion date):

\_\_\_\_\_  
\_\_\_\_\_

Funding Source:     School budget     PTO Donation\*\*     Capital or Bond Funds     Other

Funding Account Code: \_\_\_\_\_ Budget: \$ \_\_\_\_\_

\_\_\_\_\_  
**Principal / Director Signature**

\_\_\_\_\_  
**Date**

## SECTION B – Department Approvals

\_\_\_\_\_  
Maintenance and Operations

\_\_\_\_\_  
Date

\_\_\_\_\_  
Safety Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Office

\_\_\_\_\_  
Date

**Authorization to Proceed with Project:**     Yes     No

PO # \_\_\_\_\_    WO# \_\_\_\_\_

Updated 12/5/14

\*For detailed instructions see website [www.eanesisd.net/departments/mo](http://www.eanesisd.net/departments/mo)  
\*\*If approved a Gift Donation Form and check will need to be submitted to the Business Office