

2010-2011

DEERFIELD COMMUNITY SCHOOL DISTRICT BUSINESS OFFICE

MAINTENANCE PROJECT REQUEST FORM - TO JEFF SMRECEK by March 15th

This form is used to request large maintenance projects for the upcoming budget. Routine summer cleaning should not be requested. If you need assistance describing or requesting the project, please contact Jeff Smrecek at Ext. 3178. Please call the business office at Ext. 3170 if you have any questions.

REQUESTED BY: _____ DATE: _____
(Staff Member)

(Building & Room Number)

1. Description of Project:

2. Justification for Project:

Supervisor's Approval: _____ Date: _____

Priority: ☐ VITAL - Safety Concern
☐ ESSENTIAL - Enhances Educational Environment
☐ DESIRABLE - Would be Beneficial

District Office Use Only:

B & G Supervisor's Approval: _____ Date: _____

Estimated Project Cost: \$ _____

Account Code: ____ - ____ - ____ - ____ - ____ = \$ _____

Budget Approval Status: ☐ Approved ☐ Denied