**WORK REQUEST FORM**

BUILDING       PROJECT TITLE

CAMPUS

CITY/STATE

OSE#       CAMPUS #       PA Approval

AGENCY Choose an item.

PROJECT TYPE: [ ] New Construction [ ] Renovation [ ] M/R [ ] Information/Study [ ] Other

Revised Work Request? [ ] YES [ ] NO Does project involve IT? [ ] YES [ ] NO

*(phones, network hardware, mobile devises, door security, Internet of things, automation, wiring, cameras, servers, workstations, fire alarms, etc.)*

Request Delegation? [ ] YES [ ] NO

Use agency labor? [ ] YES [ ] NO COMPLETION DATE Click or tap to enter a date.

PROJECT SCOPE Click or tap here to enter text.

FUNDING SOURCE FY ORIGINAL DOLLAR VALUE REVISED DOLLAR VALUE

 *BOR Funding Verification:*

**TOTAL PROJECT FUNDING** $0.00

WHERE/WHO SHOULD OSE DIRECT VOUCHERS TO FOR PAYMENT?

PROJECT CONTACT OSE APPROVAL

NAME/TITLE       Project Engineer

AGENCY/INSTITUTION       Date

ADDRESS       Assigned PM

ADDRESS

PHONE       State Engineer

EMAIL       Date

AUTHORIZATION

*SIGNATURE* DATE *SIGNATURE* DATE *SIGNATURE* DATE