



MORONGO UNIFIED SCHOOL DISTRICT

5715 Utah Trail • Twentynine Palms, CA 92277 • Phone (760) 367-9191 • Fax (760) 367-2512

PROJECT & ESTIMATE REQUEST FORM

*****FORM MUST HAVE ORIGINAL (WET) SIGNATURES*****

Scanned or faxed copies WILL NOT be accepted

SITE / SCHOOL FACILITY	DATE OF REQUEST	
SITE ADMINISTRATOR / PROGRAM DIRECTOR	CONTACT PHONE NO.	EXTENSION

SECTION I: PROJECT DETAILS *(To be completed by site/school)*

PROJECT TITLE	
DESCRIBE PROPOSED PROJECT OR IMPROVEMENT	
ATTACHMENTS: <input type="checkbox"/> MAP/PLANS <input type="checkbox"/> PHOTOS <input type="checkbox"/> VENDOR CATALOG <input type="checkbox"/> DETAILED WRITTEN DESCRIPTION <input type="checkbox"/> QUOTE (S) <input type="checkbox"/> OTHER (DESCRIBE)	
REASON FOR PROJECT	
<input type="checkbox"/> ADA ACCOMMODATION <input type="checkbox"/> CORRECTION / SAFETY DEFICIENCY <input type="checkbox"/> FACILITY IMPROVEMENT <input type="checkbox"/> OTHER (DESCRIBE)	
DESIRED PROJECT START DATE	DESIRED COMPLETION DATE
FUNDING SOURCE(S) FOR PROJECT	ARE FUNDS AVAILABLE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO
FUNDING ACCOUNT NO.	BUDGET LIMIT

SECTION II: PROJECT SCOPE APPROVAL *(To be completed before an estimate is obtained)*

SITE / DEPARTMENT ADMINISTRATOR

SIGNATURE	PRINTED NAME
TITLE	DATE

DISTRICT / DEPARTMENT ADMINISTRATOR

SIGNATURE	PRINTED NAME
TITLE	DATE

DISTRICT / ASSISTANT SUPERINTENDENT BUSINESS SERVICES

SIGNATURE	PRINTED NAME
TITLE	DATE

SECTION III: FACILITIES PLANNING / M & O ESTIMATE DETAILS

ESTIMATE AMOUNT

SOURCE OF ESTIMATE (VENDOR/CONTRACTOR) EXISTING QUOTE(s) ON FILE? (quote must be attached)
 YES NO

INDICATE SCHEDULING CONCERNS WITH THE DESIRED PROJECT DATES

Parts List:

<u>ITEM</u>	<u>Item#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Subtotal</u>	<u>Est. (15%) Shipping</u>	<u>Est. Tax</u>	<u>Total</u>

NOTES

SIGNATURE	PRINTED NAME
TITLE	DATE

SECTION IV: INFORMATION TECHNOLOGY ESTIMATE DETAILS

ESTIMATE AMOUNT _____

SOURCE OF ESTIMATE (*VENDOR/CONTRACTOR*) _____ EXISTING QUOTE(S) ON FILE? (quote must be attached)
 YES NO

INDICATE SCHEDULING CONCERNS WITH THE DESIRED PROJECT DATES _____

Parts List:

<u>ITEM</u>	<u>Item#</u>	<u>Description</u>	<u>Qty</u>	<u>Price</u>	<u>Subtotal</u>	<u>Est. (15%) Shipping</u>	<u>Est. Tax</u>	<u>Total</u>

NOTES _____

SIGNATURE _____ PRINTED NAME _____

TITLE _____ DATE _____

SECTION V: PURCHASING SERVICES DETAILS

SOURCE (VENDOR/CONTRACTOR)		EXISTING QUOTE(s) ON FILE? (quote must be attached) <input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THIS PROJECT NEED TO BE BID? <input type="checkbox"/> YES <input type="checkbox"/> NO		BID TIMELINE: (6 to 8 WEEKS)	
OUTSIDE LABOR INVOLVED? <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> \$25,000. New Construction <input type="checkbox"/> \$15,000. Maintenance	
NOTES			
SIGNATURE		PRINTED NAME	
TITLE		DATE	

SECTION VI: BUSINESS / FISCAL SERVICES DETAILS

FUNDING SOURCE(S) FOR PROJECT		ARE FUNDS AVAILABLE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	
1.		ARE FUNDS AVAILABLE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2.		ARE FUNDS AVAILABLE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	
3.		ARE FUNDS AVAILABLE NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	
INDICATE SCHEDULING CONCERNS WITH THE DESIRED PROJECT DATES			
NOTES			
SIGNATURE		PRINTED NAME	
TITLE		DATE	

SECTION VII: NOTICE / CONDITIONS TO PROCEED WITH PROJECT

APPROVED

DENIED

TABLE FOR FUTURE CONSIDERATION

DECISION NOTES:

SIGNATURE

PRINTED NAME

TITLE

DATE