

Support Services Approval

Maintenance Approval

# GALENA PARK INDEPENDENT SCHOOL DISTRICT CONSTRUCTION REQUEST

Must be completed for all **CONSTRUCTION** requests!

**THIS FORM MUST BE COMPLETED AND APPROVED BY PRINCIPAL OR DEPARTMENT HEAD AND SENT THROUGH INTEROFFICE MAIL.**

PLEASE SUBMIT A FORM PER EACH REQUEST!

Today's Date: \_\_\_\_\_ School/Dept. or Bldg.: \_\_\_\_\_

Location: \_\_\_\_\_ Rm# \_\_\_\_\_

Request: \_\_\_\_\_

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

\_\_\_\_\_  
*Requested By*

\_\_\_\_\_  
*Principal's Approval*

<i>For MAINTENANCE Use Only!</i>			
Estimated Cost:	_____	Actual Cost:	_____
Manhours:	_____	Manhours:	_____
Labor:	_____	Labor:	_____
Materials:	_____	Materials:	_____
Total:	_____	Total:	_____
W/O#	_____		