

BRAZOS INDEPENDENT SCHOOL DISTRICT MAINTENANCE REQUISITION

Directions for this form:

Please make only one work request on each form. Describe completely the work requested. If you have any suggestions regarding materials, color, standards, etc., include this in your description of the work requested.

****The Principal may approve the requisition. The Maintenance Director should be notified when parts or supplies need to be ordered and or acquired. The Administration and Maintenance Director should be the only persons purchasing and acquiring materials or supplies. **The Maintenance Director should be notified if there are any utilities, construction, or maintenance/janitor budget items being addressed in the budget request. Major purchases should also be approved through the business office, which require legal bidding.** Please send a copy of this form to the maintenance director. Thank you for your cooperation.**

CAMPUS _____ DATE _____

PERSON MAKING REQUEST AND POSITION

LOCATION _____

WORK REQUESTED _____

DESCRIPTION _____

ESTIMATED COST _____

BUDGET CODE _____ BUDGET YEAR _____

PRINCIPAL SIGNATURE _____ DATE _____

MAINTENANCE DIRECTOR SIGNATURE (if needed) _____ Date _____