

PART I- REQUEST (Filled out by Requester)

1. FROM	2. REQUEST Number (for PW only):
3. TO:	
5. REQUEST FOR: <input type="checkbox"/> COST ESTIMATE <input type="checkbox"/> PERFORMANCE OF WORK.	6. Required Completion Date:
7. FOR FURTHER INFORMATION CALL:	8. SKETCH/PLAN ATTACHED <input type="checkbox"/> YES <input type="checkbox"/> NO
Priority 1: Immediate (PW or APW Approval) Priority 2: Next work day (PW or APW Approval) Priority 3: 7 days	Priority 4: 14 days Priority 5: 1 Month Priority 6: When Possible
	9. Priority:
10. Work Needed	
11. FUNDS CHARGEABLE	12. SIGNATURE (Requesting Official)

PART II-COST ESTIMATE

(Filled out by Maintenance Control Division if estimate requested)

13. TO:	14. ESTIMATE NO.														
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">15. COST ESTIMATE</th> </tr> <tr> <td style="width:20%;">a. Labor</td> <td style="width:80%;">\$</td> </tr> <tr> <td>b. Material</td> <td>\$</td> </tr> <tr> <td>c. Overhead and/or Surcharge</td> <td>\$</td> </tr> <tr> <td>d. Equipment Rental/Usage</td> <td>\$</td> </tr> <tr> <td>e. Contingency</td> <td>\$</td> </tr> <tr> <td>f. TOTAL</td> <td>\$</td> </tr> </table>	15. COST ESTIMATE		a. Labor	\$	b. Material	\$	c. Overhead and/or Surcharge	\$	d. Equipment Rental/Usage	\$	e. Contingency	\$	f. TOTAL	\$	16. Sketch / Plan Attached <input type="checkbox"/> YES <input type="checkbox"/> NO 17. <input type="checkbox"/> APPROVED. PROGRAMMING TO START IN _____ <input type="checkbox"/> APPROVED. BASED ON PRESENT WORKLOAD, THIS JOB CAN BE PROGRAMMED TO START IN _____, IF AUTHORIZED BY 25 TH OF _____ AND FUNDS MADE AVAILABLE. <input type="checkbox"/> DISAPPROVED. _____
15. COST ESTIMATE															
a. Labor	\$														
b. Material	\$														
c. Overhead and/or Surcharge	\$														
d. Equipment Rental/Usage	\$														
e. Contingency	\$														
f. TOTAL	\$														
	18. SIGNATURE														
	19. DATE														

PART III – ACTION (Filled out and signed by individual completing work)

20. TO:	
21.... AUTHORIZATION TO PROCEED IS ATTACHED (Check one if other than PW funds are involved) <input type="checkbox"/> NAVCOMPT 140 <input type="checkbox"/> OTHER	22.....WORK REQUESTED ___ BEEN CX ___ BEEN DEFERRED ___ WILL BE PERFORMED BY OTHERS ___ COMPLETED
23. SIGNATURE	24. DATE