



Form #: \_\_\_\_\_

# New Project Request Form

Business Services Division

## TO BE COMPLETED BY SITE IN FULL PRIOR TO SUBMISSION

School Site: _____	Date: _____
Project Name: _____	Requestor Name: _____
Installation Location: <i>Attach site plan and/or note room plan for specific installation area</i>	
Detailed Description of Proposed Work:     	
Est. Project Cost: \$ _____ <small>Labor &amp; material payment bond required for work \$25K and above</small>	Funding Source: _____ <small>PTA, ASB, Scouts, Grants, etc. Provide letter of commitment.</small>
Fund Code: _____-xxxx-xxxx-x-xxxx-xxxx-xxx-xxx-_____-x	Proposed Schedule: _____
Vendor Performing Work: Contractor License #: (required) _____ *DIR Registration #: _____ <small>*Department of Industrial Relations. Required for work over \$1,000. Must attach insurance certificate naming District as additional insured with proper endorsement. Vendor must carry General Liability, Workers Compensation, and Automobile insurances.</small>	
Principal: Signature: _____ <small>Missing signature will result in a returned form</small>	ES/MS/HS Director: Signature: _____ <small>Missing signature will result in a returned form</small>

## TO BE COMPLETED BY PLANNING AND FACILITIES

Involved Entities:		
<input type="checkbox"/> DSA	<input type="checkbox"/> Fire Department	<input type="checkbox"/> City of Thousand Oaks
<input type="checkbox"/> Title IX Concern	<input type="checkbox"/> Health Department	<input type="checkbox"/> County of Ventura
<div style="display: flex; justify-content: space-between;"> <span>APPROVED <input type="checkbox"/></span> <span>REJECTED <input type="checkbox"/></span> </div> <p>Comments: _____</p> <p>PM Assigned: _____</p>		
Department Reviews:		
<input type="checkbox"/> P&F: _____	Comments: _____	
<input type="checkbox"/> M&O: _____	Comments: _____	
<input type="checkbox"/> Tech: _____	Comments: _____	
<input type="checkbox"/> Risk: _____	Comments: _____	
<input type="checkbox"/> Other: _____	Comments: _____	
Completed Date: _____ Comments: _____		