

**JACKSONVILLE STATE UNIVERSITY RENOVATION AND
IMPROVEMENT ESTIMATE/AUTHORIZATION**

PART A - REQUEST

This is to request an estimate on the following work (describe in detail and include building work is to be done in)

Requested by: _____ Date: _____
Budget Manager

PART B - ESTIMATE:

The above item(s) can be constructed by Capital Planning & Facilities personnel at an approximate cost of:
\$ _____ for materials, \$ _____ Salary & benefits.

Estimate by: _____ Date: _____

PART C - VERIFICATION

The above item(s) can be purchased commercially at an approximate cost of \$ _____

I recommend purchasing from: _____ or _____ Physical Plant
Vendor Vendor#

Purchasing Agent: _____

PART D - AUTHORIZATION

I hereby authorize the work described above to be done by Capital Planning & Facilities personnel at an approximate cost of \$ _____

The cost is to be charged to: _____
Budget Account Number

Budget Manager: _____ Date: _____

Dean/Vice President: _____ Date: _____

PART E - COMPLETION OF WORK:

I hereby certify the above work was completed and installed on _____
at an actual cost of \$ _____ for materials, \$ _____ salary and benefits, for a
total cost of \$ _____

Maintenance Manager: _____ Date: _____