



RIALTO UNIFIED SCHOOL DISTRICT
 625 W. Rialto Avenue • Rialto, CA 92376 •
 Office (909) 820-7863 • Fax (909) 874-9104
SITE REQUEST FORM



SITE / SCHOOL FACILITY	DATE OF REQUEST
SITE ADMINISTRATOR / PROGRAM DIRECTOR	CONTACT PHONE NO.

SECTION I: PROJECT DETAILS *(To be completed by site/school)*

PROJECT TITLE / NAME	
DESCRIBE PROPOSED PROJECT OR IMPROVEMENT	
ATTACHMENTS: <input type="checkbox"/> SITE MAP/PLANS <input type="checkbox"/> PHOTOS <input type="checkbox"/> VENDOR CATALOG SHEETS <input type="checkbox"/> DETAILED WRITTEN DESCRIPTION <input type="checkbox"/> OTHER	
REASON FOR PROJECT <input type="checkbox"/> ADA ACCOMMODATION <input type="checkbox"/> CORRECTION TO SAFETY DEFICIENCY <input type="checkbox"/> FACILITY IMPROVEMENT <input type="checkbox"/> OTHER (DESCRIBE)	
DESIRED PROJECT START DATE	DESIRED COMPLETION DATE
INDICATE ANY SCHEDULING CONCERNS	
WORK ORDER NUMBER	REQUISITION NUMBER

SECTION II: PROJECT SCOPE APPROVAL *(To be completed before an estimate is obtained)*

SITE / DEPARTMENT ADMINISTRATOR

SIGNATURE	PRINTED NAME
TITLE	DATE

DISTRICT / DEPARTMENT ADMINISTRATOR

SIGNATURE	PRINTED NAME
TITLE	DATE

M & O DIRECTOR

SIGNATURE	PRINTED NAME
TITLE	DATE

FACILITIES PLANNING (if needed)

SIGNATURE	PRINTED NAME
TITLE	DATE

SECTION III: ESTIMATE DETAILS (To be completed by Facilities Planning/M&O)

ESTIMATE AMOUNT	M & O SUPERVISOR / FOREMAN
SOURCE OF ESTIMATE (VENDOR / CONTRACTOR)	
NOTES	

SECTION IV: NOTICE TO PROCEED WITH PROJECT

FUNDING SOURCE(S) FOR PROJECT	ARE FUNDS AVAILABLE NOW? D YES D NO
	ARE FUNDS AVAILABLE NOW? D YES D NO
	ARE FUNDS AVAILABLE NOW? D YES D NO
FUNDING ACCOUNT NO.	BUDGET LIMIT

BUSINESS SERVICES

SIGNATURE	PRINTED NAME
TITLE	DATE

SECTION V: CONDITIONS

CONDITIONS OF APPROVAL OR REASON(S) FOR DENIAL:

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