

Support Services Approval

Maintenance Approval

GALENA PARK INDEPENDENT SCHOOL DISTRICT CONSTRUCTION REQUEST

Must be completed for all **CONSTRUCTION** requests!

**THIS FORM MUST BE COMPLETED AND APPROVED BY PRINCIPAL OR DEPARTMENT HEAD
AND SENT THROUGH INTEROFFICE MAIL.**

PLEASE SUBMIT A FORM PER EACH REQUEST!

Today's Date: _____ School/Dept. or Bldg.: _____

Location: _____ Rm# _____

Request: _____

Requested By

Principal's Approval

For MAINTENANCE Use Only!

Estimated Cost:

Actual Cost:

Manhours: _____

Manhours: _____

Labor: _____

Labor: _____

Materials: _____

Materials: _____

Total: _____

Total: _____

W/O# _____