



ORANGE UNIFIED SCHOOL DISTRICT

Project Approval Request (PAR)

TRACKING # _____

PO # _____

Site Name: _____

Date: _____

Site Project Contact: _____

Phone: _____

Source of Funds: Donation* _____ Board Approval _____
 Site _____
 District _____
 Grant _____

Type of work required: New System Alteration/Modification Athletics
 Relocation/Moving Computer Lab

Program/Department: _____ ELEMENTS: HVAC/Air Conditioning
Purpose: _____ Electrical/Lighting
Room #'s/Area: _____ Data/Internet
Requested Timeline: _____ Fire Alarm
Budget: _____ New Walls
**Site Plan must be attached. _____ New Structure
General Description of Work Being Completed (Please **type**): _____ Other

Sketch/Photos/Samples Attached: YES NO

Estimate: _____ District Vendor

Budget Number: *REQUIRED _____

Project Coordinator: _____

Site Administrator _____ Date _____

Director of Purchasing _____ Date _____

Director Information Technology _____ Date _____

Executive Director Facilities & Planning _____ Date _____

Educational Services _____ Date _____

Cabinet Approval _____ Cabinet Approval Date _____

Comments: _____

Submittal Deadlines:
Summer Projects- April 30
Winter Break: October 30
Spring Break: February 28

Requirements: Public Bid DSA Review Architect/Engineer