

Michigan State University - Request for Interdepartmental Material or Services				Physical Plant Use Only		
To Department				Job Number		SR Number
From Department		Dept Address		Est Labor		PP Rep
Work Location (room number and building name)		Account Number	CHECK (X) IF AN ESTIMATE IS REQUESTED >>>	Est Material		Estimator
Dept Administrative Contact		Phone & Extension	FAX Number	Total Estimate		Est Date
Contact Person for Job or Service		Phone & Extension	FAX Number	OC-Bldg No.		Data Entry
<b>Complete Description of item or service requested:</b>				<b>SYS</b>	<b>MAT</b>	<b>LABOR</b>
				_____		_____
Authorized Signature		Date				

When used for Physical Plant services, send to Physical Plant Division or FAX to 355-5205  
 Send Requests for Alterations or Improvements to Office of Planning & Budgets, Admin Bldg, per Section 200 of the Manual of Business Procedures