



DEPARTMENT OF THE PHYSICAL PLANT

REQUISITION FOR NON-MAINTENANCE EXPENDITURE PRE-ESTIMATE APPROVAL

RFNME Procedure

Due to budget constraints when requesting an RFNME you must now get a pre-estimate funding approval from your VP. Once you submit your request to the Physical Plant's work order desk, it will be sent to the Plant Manager who will be overseeing the project for a pre-estimate. The Physical Plant will review the proposed description of work and through review of past projects, market condition and contractor availability we will assess the anticipated cost range according to the pre-estimate levels below. This pre-estimate must be approved by your departments VP before we send your request to the Contractor who will then do up a formal quotation.

Procedure Outline

1. Request is submitted by requestor to the work order desk
2. Work Order desk forwards request to Plant Manager for a pre-estimate
3. Back to Requestor for Pre-Estimate Funding Approval
4. Once approved, formal quote by Contractor is formalized
5. Once quote from Contractor is received then request is sent back to requestors VP's approval of formal quotation
6. Once approved by the Department VP then work will be scheduled

DATE: _____ ORIGINATOR: _____

DEPT.: _____ EMAIL: _____

BLDG. & RM NO. _____ PHONE NO.: _____

DESCRIPTION OF WORK _____ JOB# _____

Email completed form to: workorde@lakeheadu.ca

FOR PHYSICAL PLANT USE ONLY

PRE-ESTIMATE	\$500 - \$5,000	\$5,001 - \$15,000	\$15,001 - \$25,000	Over \$25,001
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VP APPROVAL: