

## **INSTRUCTIONS**

**STEP 1: Use the TAB key or MOUSE to navigate to the desired fields and type information into the form.**

**STEP 2: Please print, sign and forward the form to the appropriate Program Director for approval prior to sending to Operations for processing.**

**Chief Academic Officer Regional Learning Community #1 – Christine Moloney**

**Chief Academic Officer Regional Learning Community #2 – John Parker**

**Chief Academic Officer Regional Learning Community #3 – Brian Lowney**

**Chief Assessment & Accountability Officer – Glenn Malone**

**Please send completed form to Nancy Oliver, Operations, 323 12th St. NW,  
Puyallup, WA 98371.**

**If you have any questions, please call Nancy Oliver, Capital Projects Secretary at 253-841-8641 or email to [olivernj@puyallup.k12.wa.us](mailto:olivernj@puyallup.k12.wa.us).**



PUYALLUP SCHOOL DISTRICT  
*A Tradition of Excellence*

**Operations Department Project Request**

Operations Department  
323 12th St. NW  
Puyallup, Washington 98371  
Office: (253) 841-8641  
Fax (253) 841-8640

For a full description of the District Small Capital Project process please note the attached Facilities procedure [# 05-05-03](#)

- Check if this is a program emergency
- Check if this is an off-cycle request

**School or Facility Name:** \_\_\_\_\_

**Building Description/Name/Site:** \_\_\_\_\_

**Please describe the existing condition of your area of concern:**

**Please describe the nature of your project:**

Why is it needed? What is needed? When does it need to be done? What are the consequences of not doing it? How does this work relate to the [District's Strategic Directions](#)? Please be as specific as possible in your description. If you have any cost information, please share that with us.

**Site Administrator:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Your priority 1,2, or 3 (1 is high)** \_\_\_\_\_

**Signature of Program Director:** \_\_\_\_\_