

Pike County Board of Education
16 Jackson Street
Zebulon, Georgia 30295

Facility Change Request Form

Approved By Superintendent: _____ Date: _____

Name/Title of Individual Requesting Change: _____

Building: _____ Location: _____

Department: _____ Budget # _____
(Include budget number only if you have money in your department budget to fund this project)

Reason for Change: *(Explain the Scope of Project Including Goals and Objectives)*

- Describe Project:

Request Approval Steps:

- | |
|---|
| <ol style="list-style-type: none">1. Staff emails request to Principal2. Principal emails request to Facilities Director3. Facilities Director emails request to Superintendent4. Superintendent's Assistant emails approval to Facilities Director5. Facilities Secretary will maintain all records and forward approvals to individual requesting change. |
|---|

Signature of Building Principal: _____
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Signature of Facilities Director: _____

Shaded Area for Facilities Only-Do Not Fill In

Sketch:	Change Request Was: <input type="radio"/> Approved <input type="radio"/> Denied <input type="radio"/> Deferred
	Superintendent's Signature: _____
	Date: _____
	Total Estimate of Project: \$ _____

Revised 7/1/2010