

# Project Request Form (PRF)

## Project Information

Project requested by (your name): \_\_\_\_\_

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

Project Location (building name, range name, etc):

Project Description:

Lay out the overall scope of the project.

Project Justification:

Description of the issues that will be addressed by this project:

Services Requested (circle one):

Consultation

Preliminary Estimate

Final Estimate

Implementation

Desired Completion Date:

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Office Use

Project Manager Assigned (name, phone, email):

Budget Required (\$ amount):

Funding Source: (grant, capital, etc):

Project and Budget Approved by BoD:

No

Yes Date: \_\_\_\_\_

Approved by General Membership:

No

Yes: Date: \_\_\_\_\_

(if required for budget purposes)

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_