

**REQUEST FOR PROJECT ACTION**

DATE: _____
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Act \_\_\_\_\_ of \_\_\_\_\_

[If multiple, please include additional authorizations: Act \_\_\_\_\_ of \_\_\_\_\_; Act \_\_\_\_\_ of \_\_\_\_\_; Act \_\_\_\_\_ of \_\_\_\_\_]

<b>TO:</b> <b>DEPARTMENT OF GENERAL SERVICES</b> <b>HARRISBURG, PA 17125</b>	<b>I. FROM:</b>	<b>II. ACTION REQUESTED</b>
		APPROVAL
		ADJUSTMENT
		CANCELLATION

III. PROJECT NUMBER	IV. PROJECT TITLE
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V. INSTITUTION/FACILITY	VI. LOCATION (INCLUDE COUNTY AND POLITICAL SUBDIVISION)
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7. ESTIMATED COST: ORIGINAL REVISED	FOR: DESIGN CONSTRUCTION	UTILITIES: INCLUDING EXCLUDING
ESTIMATED COST OF: \$		

8. SPECIFIC PROJECT SITE:

9. SITE OWNERSHIP: COMMONWEALTH UNIVERSITY PRIVATE

10. SITE COST: ORIGINAL REVISED	11. SITE PURCHASE BY DGS: YES NO
ESTIMATED SITE COST OF: \$	

12. GENERAL PROPERTY DESCRIPTION OF SITE

13. DESCRIPTION OF CONSTRUCTION REQUIRED (INDICATE GROSS SQUARE FOOTAGE)

14. OCCUPANCY: NO. OF FEMALES: _____ NO. OF MALES: _____	15. TOTAL ESTIMATED PROJECT COST (ITEM 7 + ITEM 10) \$
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16. REQUIRED ITEMS:

UTILITIES:

ROADS:

PARKING:

17. REMARKS:

Agency Approval: \_\_\_\_\_

DATE

AGENCY HEAD

You agree that by typing your name in the "Agency Head" field above you are signing this Request for Project Action and by submitting it, the agency transfers to DGS jurisdiction and control of the premises for the time extending from the first date of advertisement for bids on the project to one year past the date of final completion and acceptance of all of the work performed under the project contracts. Jurisdiction shall revert to the agency after this period or if DGS does not use the premises for purposes of constructing the project. During this period, the agency maintains jurisdiction with respect to the occupation and maintenance of the premises.

**APPROVALS**

_____ OFFICE OF THE BUDGET _____ DATE	_____ GOVERNOR
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