

Service Requisition Instructions

Please complete and sign all fields electronically. Handwritten submissions and corrections will not be accepted.

The Service Requisition is required for billable service provided by Facilities Management (FM). This includes, but is not limited to, installation and repairs of program specific equipment; event support, setup, and tear down; furniture repair, assembly and moves; and non-standard painting or cleaning. For a more thorough list, please see [Who Pays for What](#) on FM's website.

FM does not provide cost estimates for work requested via the Service Requisition. Instead, please submit a General Improvement Request (GIR) for requests meeting any of the following requirements:

- Requires a cost estimate
- Will permanently modify the facility or its function
- Cost expected to exceed \$25,000