

## **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.**

- **Assistant Superintendent, Operations**
- **Assistant Superintendent, Business & Support Services**
- **Assistant Superintendent, Equity and Instructional Leadership**
- **Executive Director, Special Education**
- **Executive Director, Equity and Secondary Education**
- **Executive Director, Equity and Elementary Education**

**Please send completed form to Nancy Oliver, Operations, 323 12th St. NW, Puyallup, WA 98371 or via email (*see address below*).**

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



**Small Capital 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 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:** \_\_\_\_\_