Department		Requestor		Form R		
2025-26 Budget - Rep	air Requests					
	for your repair requests. If the anticipated repair work.	you anticipate setting up an Ope	n PO for the year, pl	ease indicate in	the appropriate colu	mn.
Vendor	Description			Open PO?	Total Cost	
	TOTAL:					

^{*}Attach supporting documentation, such as quotes

Supervisor Comments		
ApprovedNot Approved	Supervisor Signature	
District Office Comments		
ApprovedNot Approved	District Office Signature	
Business Office Approval	District Office Signature	
ApprovedNot Approved	Business Administrator Signature	
Budget Codes:		