



Tennessee Department of General Services

Property Services Management Division

TENANT WORK ORDER REQUEST FORM

Date: _____

To (FA): _____

From (Tenant): _____

Complex: _____ Building, address

Organization #: _____ Example: 3210101000

Speed Chart #: _____ Example: GS00000062

Location Chartfield #: _____ Aka cost center, legacy #

SCOPE OF WORK:

Tenant's Signature

Above signature authorizes tenant to be charged with all costs associated with estimating this request. For Tenant Requested Projects: This form will be returned to the tenant for signature after estimated project costs have been determined.

.....
Estimated cost for labor and material to complete the above described scope of work: \$_____

If this cost meets with your approval, please sign and return as soon as possible so that the project may proceed. All costs associated with this tenant request will be charged to your department upon completion of the work. You will be charged all costs associated with estimating this project. Project will proceed upon receipt of authorized signature.

Tenant's Authorized Fiscal Representative

FOR OFFICIAL USE ONLY

PSM Director's Signature

Work Order #