

## CONTRACT REQUEST FORM

**CONTRACT TYPE**  
*Construction/Repair*     *Engineering/Professional*     *Services/Supplies*   
*CIP Contract*     *Renewal #*     *Supplement / Change Order #*   
 ACT \_\_\_\_\_    Year \_\_\_\_\_    Item No. \_\_\_\_\_    Appropriation \_\_\_\_\_

REQUESTOR(Project Manager)/ORGANIZATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

SCOPE OF WORK:  Attached

CONTRACT/ SUPPLEMENT TIME: \_\_\_\_\_ (working or calendar days)    TECH SPECS: Yes  No  Attached

PROJECTED START/COMPLETION DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: (CIP funds used? Percentage?) (Connected with prior CA#?) \_\_\_\_\_

BRIEF SCOPE OF WORK (license types required?): \_\_\_\_\_

**FINANCIAL DATA**

FISCAL YEAR: State 20\_\_ Federal 20\_\_ MCA \_\_\_\_\_

TYPE OF FUNDS:  State  Federal  OEP  Grant in Aid  CIP  Other

FUNDING CODE(S): \_\_\_\_\_

	Federal Dollars	%	State Dollars	%	Other(s) Share	%	Total
Basic Contract							\$ -
Supplement #1							\$ -
Supplement #2							\$ -
Supplement #3							\$ -
Supplement #4							\$ -
<b>GRAND TOTAL</b>	\$ -	0	\$ -	0	\$ -	0	\$ -

Recommended by Fund Manager: \_\_\_\_\_ Date \_\_\_\_\_

Availability of State Funds: HIADMF \_\_\_\_\_ Date \_\_\_\_\_

Chief Engineering Officer: HIENG \_\_\_\_\_ Date \_\_\_\_\_

APPROVED     DISAPPROVED

\_\_\_\_\_  
 Arthur J. Logan  
 Brigadier General  
 Hawaii National Guard  
 Adjutant General

\_\_\_\_\_  
 Date

**PROJECT NO. ASSIGNED**