



# Facilities and Services BRR Transaction Record

Project: \_\_\_\_\_

## Record Information

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_ Request #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Scheduled Start Date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_ Actual Completion Date: \_\_\_\_\_

Additional Funds Requested: \_\_\_\_\_ Total Budget: \_\_\_\_\_

Project Initiation (Provide Detailed Scope in Comments)	BRR Sector	Capital Improvement
Project Closure (Complete Section B)		Major Maintenance
Additional Funding Request (Provide Details & Justification in Comments)		Infrastructure
Other (Specify & Justify in Comments)		ENV, H&S, and Access

## Section A - Comments

Index:	Index Title:

## Section B – Project Closure

Index:	Index Title:
Requested Date to Freeze Index:	Remaining Funds in Account:
Comments:	

## Approval

### ASSISTANT DIRECTOR APPROVAL

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### EXECUTIVE DIRECTOR APPROVAL

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ASSOCIATE VICE PRESIDENT APPROVAL

Signature: \_\_\_\_\_

Date: \_\_\_\_\_