

REQUEST FOR APPROVAL TO PROCEED OR ENCUMBER FUNDS

Department Name:

requests action

related to the following project.

1. **Project Title:**

DGS/Dept. Project Number:

FI\$Cal Project ID:

2. **Project Authority to be Encumbered (if necessary):**

3. **Requested Action(s):**

(Example: Approve Working Drawings and Proceed to Bid)

Project Director

Date

Department Director/Designee

Date

State Public Works Board/Department of Finance Use Only

1. **Legacy Project ID, if necessary:**

2. **Approval:**

Department of Finance.

Authority Delegated by the Public Works Board.

Public Works Board.

3. **Comments:**

State Public Works Board/Department of Finance

Date