

Michigan State University - Request for Interdepartmental Material or Services					IPF Use Only			
To Department *					Job Number		SR Number	
From Department *			Dept Address *		Est Labor		PP Rep	
Work Location (room number and building name) *			CHECK (X) IF AN ESTIMATE IS REQUESTED >>>		Est Material		Estimator	
Dept Administrative Contact *			Phone & Extension *	FAX Number	Total Estimate		Est Date	
Contact Person for Job or Service *			Phone & Extension *	FAX Number	OC-Bldg No.		Data Entry	
Acct # (Kuali) *	Sub-Acct #	Sub-Obj Code	Project Code	Org Ref ID				
Complete description of item or service requested:					SYS	MAT	LABOR	
Authorized Signature *			Date *					

Fields marked with * are required
 When used for IPF services, send to IPF or FAX to 355-5205
 Send Requests for Alterations or Improvements to Office of Planning & Budgets, Admin Bldg, per Section 200 of the Manual of Business Procedures