



The University of British Columbia  
Department of Civil Engineering

Assigned project number:

# TECHNICAL WORK REQUEST

<b>Sponsor Name:</b>	PRINT	SIGNATURE	<b>Date submitted:</b>	
<b>Project Name:</b>			<b>Date Reply due:</b>	
<b>Requested by:</b>	PRINT	SIGNATURE	<b>Required by:</b>	

**Project Description (attach documents, drawings, as needed):**

<b>For internal Projects</b>	
<b>Research grant – Please provide Speedchart code:</b>	
<b>Teaching support – Please indicate course number:</b>	

<b>For external projects</b>	
<b>Contract – Please provide copy of budget and approval of Head</b>	
<b>Other UBC Department – Please provide account number:</b>	
<b>Special – Please attach supporting documentation</b>	

<b>Maximum staff hours to be used (if applicable):</b>	
<b>I pre-authorize P-Card purchases of up to \$250.00</b>	

**For Office use only:**

<b>Assigned to</b>		<b>Estimated Hours</b>	
<b>Date started</b>		<b>Estimated budget</b>	
<b>Date completed</b>		<b>Estimated completion date</b>	
<b>Notes:</b>			