

ADJUSTMENT TO INTERDEPARTMENTAL REQUISITION
University of California, Davis

BOX A *To be filled Out by the Requesting Department or DCM (with Dept approval), Show revised total Liens based on this adjustment*

Loc	"Account	Sub	Object	Revised Lien Amount	Contact Person:
					Department:
					Telephone:

BOX B *To be filled Out by DCM*

Bldg Name			Project Number	
Zone No.		Room No.		Work Order Numbers
CAAN No.		Added Sq Ft.		Work Order Numbers

→Reason for Adjustment:

→Adjustment Calculation:

Description:	REVISED BUDGET	ORIGINAL BUDGET	TOTAL INCREASE/ DECREASE
Sub 0,1,2,4 Construction	\$	\$	\$
Sub 5, 6 Fees, Plans, Supervision	\$	\$	\$
Sub 8 Special Items	\$	\$	\$
Sub 9 Contingency	\$	\$	\$
Equipment (Movable)	\$	\$	\$
Total Project Cost	\$	\$	\$

→Level of Approval Check:

- This project was originally under \$35,000 and is still under \$35,000, no special additional approvals required
- This project was under \$35,000 and is now over \$35,000, requires Minor Cap approval, resubmit a revised Requisition Form for the full project amount to ARM along with this form
- This project was under \$750,000 and is now over \$750,000 and is now a Major Capital Project
This form is not applicable, review with your Project Manager and ARM representative to discuss next steps

BOX C *To be filled out by those with Approval Authority*

Requesting Department:	DCM Representative:	Environmental Approval:
Signature _____ Date _____	PM / IPE Signature _____ Date _____	Signature _____ Date _____
Print Name _____	Supervisor Signature _____ Date _____	<i>Approval only required for Projects over \$35,000 or that add assignable sq. ft.</i>
Title (Dean, VC, Asst. Dean, AVC)		<input type="checkbox"/> CEQA Review Complete <input type="checkbox"/> Project Exempt from Detailed Review <input type="checkbox"/> Other / See Attached <input type="checkbox"/> PRG review required

BOX D *To be filled by CAA*

Billing Number	Plant Account (were applicable)	CAA Number	Total Project Cost