

**DISTRICT COURT OF MARYLAND  
SERVICE/MAINTENANCE REQUISITION**

Submit to: Facilities Administrator

Date: .....

..... In Current FY ..... Budget

..... Not in Current FY ..... Budget

Location: .....

Description of Request: .....

.....

.....

Contact Person: .....

Print Name

Telephone

Submitted by: .....

Authorized Signature

Telephone

District # .....

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To: Assistant Chief Clerk of Engineering and Central Services

From: Facilities Administrator

Additional Comments: .....

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Estimated Cost: \$ .....

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To: Procurement and Contract Administration

From: Administrative Office of the Courts

Additional Comments: .....

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Approved by: .....

Signature of Assistant Chief Clerk of Engineering and Central Services

..... Date

<b>FISCAL AUTHORIZATION</b>
..... Approved
..... Signature