

REQUEST FOR PROFESSIONAL SERVICES (RPS)

Please use this form to request facility project, planning, or design services and furniture or furnishing purchases or retrofits. This form is not used for work orders or repair requests, which should be submitted to campserv@wabash.edu.

For PDC Use	# _____	Bldg _____	Room _____
	Assign to _____	Type _____	

General Information

Date _____ Requestor _____ Email _____

Division _____ Dept Name/# _____ Phone _____

Scope of Request i
Attachment ☐

Schedule of Request i
Attachment ☐

Budget and Funding Information i
Attachment ☐

Recommended Approval i

Name _____	Signature _____
Name _____	Signature _____

Account #'s (If multiple, indicate percentage share or amount.) i

Acct # _____	% _____	\$ _____
Acct # _____	% _____	\$ _____

Submit Button