

REQUESTOR INFORMATION

OFFICE NAME		DATE
REQUESTOR NAME	BUSINESS EMAIL	BUSINESS PHONE

PROJECT DETAILS

PCBU	PROJECT NUMBER	ACTIVITY ID	CUSTOMER ID	BILLING START DATE	BILLING END DATE
PROJECT DESCRIPTION					

CUSTOMER CONTRACT DETAILS (Only Check One – Rate or Amount Based)

RATE BASED		AMOUNT BASED	
Architectural Services	Insurance Services	Contracted FS	PAL Lease
Building Rental	Leasing & Planning	Contracted HR	OAH Deposit
Building Services	Legal Services	TOTAL AMOUNT	BILLING CYCLE
Claims Services	Parking Rent		Monthly
Construction Services	Planning Analysis		Quarterly
Design Services	Project Management		Annually
Direct Construction	Real Property Services		
Energy Plan	RELPS - SOLD		
Environmental Services			

ADDITIONAL COMMENTS

APPROVAL AUTHORIZATION (I hereby certify and approve that all information on this request are accurate)

APPROVED BY	SIGNATURE	DATE
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ACCOUNTING USE ONLY

REVIEWED BY	DATE
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Instructions:

- 1) All billable Projects will need to be associated to a Customer Contract for billing purposes (ref Directive [SRF #1012](#)).
- 2) Project Manager's signature or his/her designee is required prior to submitting to Office of Fiscal Services.
- 3) Submit the completed form by selecting the Submit Button or email to OFSCContractBilling@dgs.ca.gov.