



# UC San Diego

## Policy & Procedure Manual

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### FACILITIES MANAGEMENT

#### Section: 530-6 ATTACHMENT 1

Effective: 12/22/2020

Supersedes: 07/02/2015

Review Date: 12/22/2023

Issuance Date: 12/22/2020

Issuing Office: [Facilities Management Services](#)

**Sample:**

UCSD Facilities Management				KEY or LOCK WORK REQUEST			
				To: Customer Relations 0908			
Date:			Work Order #:				
Department:			Job Contact: _____ Phone: _____ Email: _____ Fiscal Contact: _____ Phone: _____ Mail Code: _____				
Index	Fund*	Account				%/Limit	
		637120					
Department Approval ( <i>Signature required</i> ):					Date:		
Person Designated to Pickup Keys ( <i>Valid UCSD ID required when picking up keys</i> ):							
Facilities Management Approval:					Date:		
Keys Issued to ( <i>Sign &amp; Print name at Pickup</i> ):					Date:		
<b>Building/Room or Location</b> ( <i>Required for processing</i> ) :							
<b>Description of Work:</b>							
Project Manager:		Assigned To:		Project Number:			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>* Certification required on following extramural funds:</b>            State Contracts &amp; Agreements            Local Government Contracts &amp; Grants            Federal Contracts &amp; Grants            Federal Contracts &amp; Grants            Federal Contracts &amp; Grants            Private Gifts, Grants &amp; Contracts         </td> <td style="width: 50%; vertical-align: top;"> <b>Fund Numbers:</b>            20600A-20899A            20900A-20999A            21000A-34099A            14000A-14999A            16000A-16999A            40000A-59999A         </td> </tr> </table>						<b>* Certification required on following extramural funds:</b> State Contracts & Agreements Local Government Contracts & Grants Federal Contracts & Grants Federal Contracts & Grants Federal Contracts & Grants Private Gifts, Grants & Contracts	<b>Fund Numbers:</b> 20600A-20899A 20900A-20999A 21000A-34099A 14000A-14999A 16000A-16999A 40000A-59999A
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I hereby certify that funding for the expenditure incurred under this work request is authorized under the regulation of the granting agency as follows:							
1. ___ Expenditure is authorized in award budget. 2. ___ Expenditure is not in the award budget but authorization has been obtained in writing from granting agency. 3. ___ Expenditure is not in the award budget but authorization has been obtained through the "Institutional Prior Approval System" (PPM 150-65). 4. ___ Expenditure is to be incurred under a fund source that has no restrictions regarding the funding of construction, renovation, or alterations.							
*Principal Investigators Authorizing Signature:							
FO 2144 (Rev 9/06) <span style="float: right;">Retention Period: Federal Funds - 10 Years Other Funds - 5 Years</span>							
Original – Facilities Management    Yellow – FM Shop    Blue – FM Mails to Fiscal Contact    Pink – Customer copy @ Key Pick Up    Gold – Retained by Dept							