



CONTACT INFORMATION

1. Site Discretionary Project Manager –  
Douglas Penn works for PM in FPC, he is the PM for all  
SD items

[dpenn@sandi.net](mailto:dpenn@sandi.net)

2. User Login & Password Information -  
[sdusdfacilitiesinfo@sandi.net](mailto:sdusdfacilitiesinfo@sandi.net)

E- Explanation of Site  
Discretionary

# Create a New Site Discretionary Request

## Complete Request Form:

1. Status – select “open” (*required*)
2. School – *Input your school name (required)*
3. Principal – Input principals name
4. Phone – Input your contact phone number
5. Location No. – Input school location number
6. Contact Name – Input first & last name + phone number if different from principal

The screenshot shows a web browser window with the title 'Site Discretionary Request'. The form is titled 'Upper Form' and contains several sections. At the top, there is a 'Record Number' field and a 'Status' dropdown menu set to 'Open'. Below this, there are fields for 'School' (Tierrasanta - Flag Pole), 'Principal' (Principal XYZ), 'Phone' (619-777-7777), and 'Location No.' (1234). A 'Contact Name' field is also present, with a note 'if not Jane Doe Principal'. The next section is 'DETAILED DESCRIPTION OF SERVICES REQUESTED (Attach sketches as necessary)', which includes a 'Description' field with the text 'Replacement of 50 year old flag pole' and a list of items: '1. Need pole', '2. Concrete', and '3. Flag'. Below this is a 'Request Type' dropdown menu and a 'Reason for Request' field with the text 'Replacement'. At the bottom, there is a 'Pre-Approved Amount' field set to '0.00' and a 'Required By' date field. A 'Submit' button is located at the top left of the form area. Red circles and lines are drawn around various fields, with numbers 1 through 12 indicating the order of completion as described in the text.

7. Description – Input as much known detail about the requested items/work  
Request Type - if known, select type from dropdown (Construction, FF&E, Other)
9. Reason for Request – Input reason items/work is needed
10. Pre-Approved Amount – Principals estimated approved amount
11. Required By – Input the desired completion date
12. Submit – when form is complete, click on “SUBMIT” button



*Note: After submitted, the system will return a confirmation*

*After user submits – Doug will receive a system generated notification)*

