

CONTACT INFORMATION

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

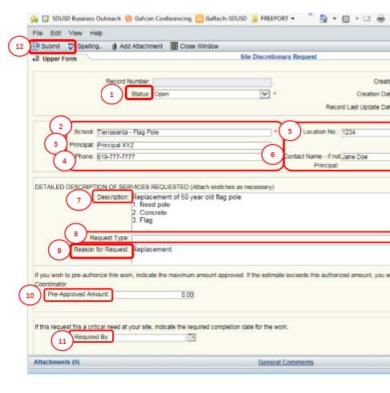
dpenn@sandi.net

2. User Login & Password Information - sdusdfacilitiesinfo@sandi.netE- Explanation of SiteDiscretionary

Create a New Site Discretionary Request (2) South South

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. <u>Contact Name</u> Input first & last name + phone number if different from principal



7. <u>Description</u> – Input as much known detail about the requested items/work

<u>Request Type</u> - if known, select type from dropdown (Construction, FF&E, Other)

- 9. <u>Reason for Request</u> Input reason items/work is needed
- 10. <u>Pre-Approved Amount</u> Principals estimated approved amount
- 11. Required By Input the desired completion date
- 12. <u>Submit</u> 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)