

City of Pullman - Pullman Arts Commission



Request for Project Estimate

This request must be returned to the Point of Contact two weeks prior to the PAC meeting, which is held the 2nd Tuesday of each month.

To: Pullman Arts Commission
PAC Point of Contact: Jeri Harris, Commission Chair
PAC POC Info.: c/o Neill Public Library, 210 N. Grand Avenue

Re: (Project Name/Location)
Description: (Describe Project, points of contact, etc.)

Implementation Plan: (Describe implementation plan in detail, timeline, roles and responsibilities of members/organizations involved)

Potential Needs: (List what will be required for the FULL project, including taxes)

Costs: (List ALL aspects of project that are cost related. For example, travel, per diem, mortar, hotel, etc.)

Amount Raised To Date (if any) PAC Approval:

Name, Chair _____
(signed by Chair after a majority approval by PAC) Date

This portion completed by the department of _____

Construction Estimate \$ _____ (Total, All Costs plus Tax)
(including tax)
Design Costs (if any) \$ _____

Reviewed and Approved by: _____

[Insert Name here], Director of _____, City of Pullman Date
(signed by _____)

City Council Approval:

Date
(date of Council meeting project was approved)