

March 24, 2009

To: Vice Presidents, Deans, Chairs, Directors, Department
Heads and the Campus Community

From: Facilities Development and Operations

Subject: FYE 08/09 Service Request Deadlines

To allow reasonable time for completion of department requested work, Facilities Development and Operations has established the following deadlines for the 08/09 fiscal year end close. As a reminder, all work requests should be submitted using FD&O's iService, located on the FD&O website.

FRIDAY, APRIL 17, 2009

- Deadline for receipt of all new Service Requests (Non-maintenance work).

MONDAY, JUNE 8, 2009

- Deadline for Vehicle maintenance and for completed work requests. Work orders not completed by this date will be billed to the next 09/10 Fiscal Year.

For additional information regarding Facilities Development and Operations, please go to the FD&O website at <http://www.sjsu.edu/fdo>.