



Tennessee Department of General Services  
Facilities Management  
**Inter-Agency Journal Voucher Request**

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Date: \_\_\_\_\_

To (DGS Coordinator): \_\_\_\_\_

From (Agency): \_\_\_\_\_

Complex: \_\_\_\_\_ Building, Address

Organization #: \_\_\_\_\_ Example: 3210101000

Speed Chart #: \_\_\_\_\_ Example: GS00000062

Location Chartfield #: \_\_\_\_\_ AKA Cost Center, Legacy #

**Scope of Work:** \_\_\_\_\_

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\_\_\_\_\_  
**Signature: Tenant**

\_\_\_\_\_  
**Date**

Above signature authorizes tenant to be charged with all costs associated with estimating this request. For Tenant Requests Projects: This form will be returned to the tenant for signature after estimated project costs have been determined.

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**Estimated cost for Labor and Material to complete the above described scope of work: \$** \_\_\_\_\_

If this cost meets with your approval, **please digitally sign** and return as soon as possible. Project will proceed upon receipt of authorized signature.

\_\_\_\_\_  
**Tenant's Authorized Fiscal Rep Signature**

\_\_\_\_\_  
**STREAM Director of Facility Admin. Signature**

\_\_\_\_\_  
**Date**