**Orange Water and Sewer Authority**

**Meter Request Form**

(Complete for all meters 1-1/2” and over and when >= 50 smaller meters are needed)

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Engineer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I. Project Engineer to complete this section and return to OWASA Engineering Associate/Engineering Department:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Facility Name | Meter Size |  | Potable | Irrigation | RCW | Non-Potable | Facility Flow Rates (GPM) | | | Date Meter Required |
|  |  |  | Minimum | Average | Peak |  |
|  |  |  |  |  |  |  |  |  |  |  |
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Approving Engineer’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seal

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note : Meters for this project will be ordered based on information provided by the Engineer.

Any changes in size of meters greater than 1-1/2” may result in a restocking fee of $100.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OWASA OFFICE USE ONLY (Do Not Enter Below This Line**)

**II. OWASA Engineering Associate to complete this section:**

|  |  |  |
| --- | --- | --- |
| Reminder Date (90 days prior) |  | Notes: |

Engineering Associate submits to Warehouse Purchasing Specialist once this section is completed.

**III. OWASA Warehouse Purchasing Specialist to complete this section:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Meter Size | Meter Quantity | Meter Type | Meter  Cost | Meter Order  Date | Meter Received Date |
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Warehouse Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Rev. 08/2022