## Work Order



Submitted by				Description of	Description of Work		
Email							
Phone							
Department							
Building/Room							
Account number							
	bmitted						
Completion By				Received by			
-	•			•			
Hours Worked Record			Materials Used Record  Quantity Item Amount				
Date	Time	Initials	Quantity	Item	ltem		
	1				Total \$		
				Materials Ord	Materials Ordered Record		
			Date	Item/Ve	endor	Amount	
					Total \$		
Stock & Ordered Materials Total \$							
Total hours x \$ per hour + Other Misc. Charges of \$ =							
Total charges for the sheet \$							