# Work Order

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|---|---|---|---|
| **Submitted by** | | **Description of Work** | |
| **Email** | | | |
| **Phone** | | | |
| **Department** | | | |
| **Building/Room** | | | |
| **Account number** | | | |
| **Date Submitted** | | | |
| **Completion By** | | **Received by** | |

| Hours Worked Record | | | | Materials Used Record | | |
|---|---|---|---|---|---|---|
| **Date** | **Time** | **Initials** | | **Quantity** | **Item** | **Amount** |
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| | | | | | **Total $** | |
| | | | | **Materials Ordered Record** | | |
| | | | | **Date** | **Item/Vendor** | **Amount** |
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| | | | | | **Total $** | |

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|---|---|
| **Stock & Ordered Materials Total $** | |
| **Total hours _____ x $_____ per hour + Other Misc. Charges of $_____ =** | |
| **Total charges for the sheet $** | |