



Work Order

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
Total \$					
Materials Ordered Record					
Date	Item/Vendor				Amount
Total \$					

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