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 $	