

WORK REQUEST/ORDER - BUILDINGS & GROUNDS
 TOMPKINS CORTLAND COMMUNITY COLLEGE
 DRYDEN, NY 13053

ORIGINATING DEPARTMENT:		CHARGE TO CODE #	
PERSON TO BE CONTACTED:		PHONE:	
LOCATION OF WORK:			
EVENT:			
NATURE OF WORK:			

IF NEEDED: ATTACH ANOTHER SHEET OF PAPER FOR FURTHER INSTRUCTIONS

DEADLINE DATE:		DATE OF REQUEST:	
SIGNATURE OF DEPARTMENT HEAD:		PER ROOM RES.	

SIGNATURE OF DIVISIONAL DEAN
 FOR W.O.'S EXCEEDING \$100 _____

FOR BUILDINGS AND GROUNDS USE ONLY

DATE COMPLETE	UNITS	WORKER	OT?	CHARGE		
					WORKER	
					MATERIALS EST.	
					LABOR EST.	
					PLANNED BEGINNING	
					PLANNED COMPLETION	
					DIRECTOR'S SIGNATURE	
					DATE	#####
					W.O.#	
					CHARGE TO	
					UNITS CHARGED	
					LABOR CHARGES	
					MATERIAL CHARGES	
					WORKER'S COMMENTS	