

## WORK ORDER FORM

Transportation      Buildings and Grounds      Date Submitted\_\_\_\_\_

Submitted by\_\_\_\_\_ Approved by\_\_\_\_\_

Work Requested\_\_\_\_\_

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Work Performed\_\_\_\_\_

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### Materials Needed

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### Cost of Materials

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Date Work Began\_\_\_\_\_ Date Completed\_\_\_\_\_

\_\_\_\_\_  
Signature of person(s) completing work order

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