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

Hours Worked Record		
Date	**Time**	**Initials**

Materials Used Record		
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 $	