



STUDENT UNION/HARRIMAN STUDENT CENTER WORK ORDER REQUEST

- All requests for work to be done in the Student Union need to go through Student Life, Suite 150 Student Union, North Campus.
- Please be as thorough and descriptive as possible when filling out the request form.
- The form may be dropped off at Suite 150 or it may be faxed to 645-2371.
- Any questions regarding work orders, please stop at Student Life Office or call 645-2055.

Group Name: _____ **Recognized by:** _____

Contact Person: _____ **Phone:** _____ **E-Mail:** _____

Campus Organization Address: _____

****Please be aware that some requests may incur charges****

Type of Request:

Cleaning _____ Repair _____ Other _____

Please describe your request:

University Account Number: _____

If a billable request, would you like an estimate? Yes No

For Office Use Only:

Date received: _____

Approved: Y N

Billable: Y N

Staff member dealing with request: _____

Work Order #: _____

Amount: _____ Date Completed: _____