



WILLISTON STATE COLLEGE

MAINTENANCE WORK ORDER/EVENT FORM

☐ MAINTENANCE WORK ORDER

REQUESTED BY		TODAY'S DATE	
REQUESTORS PHONE		REQUESTORS EMAIL	
WORK REQUESTED			

☐ EVENT WORK ORDER

REQUESTED BY		TODAY'S DATE	
REQUESTORS PHONE		REQUESTORS EMAIL	
DATE OF EVENT		EVENT LOCATION	
EVENT WORK REQUESTED			

CAMPUS SERVICES ONLY

EMPLOYEE	DATE	HOURS	COST/HOUR	MATERIAL COST

ASSIGNED TO	
CAMPUS SERVICE SIGNATURE	
BILL TO	
REQUESTED BY SIGNATURE	

UPON COMPLETION OF THIS FORM PLEASE EMAIL TO:
ELENA COLE AT ELENA.COLE@WILLISTONSTATE.EDU OR PRINT AND BRING IT TO HER IN THE BUSINESS OFFICE

FORM IS FOR INTERNAL USE ONLY