



Maint. & Oper. WORK ORDER #						

# REQUEST FOR SERVICE

PLEASE PRINT OR TYPE ALL INFORMATION

User Request #	Facility/Department Name	Mail Code

<b>DETAILED DESCRIPTION OF REQUESTED SERVICES</b> (Use additional sheets if necessary)		

Contact's Name (printed)	Contact's Telephone Number	Requestor's Signature / Date

*Funding Information for Non-Maintenance or Capital Requests*

FUND	OBJECT	LOCATION	PROGRAM	FUNCTION	Approver USER ID-1	Approver USER ID-2	Approver USER ID-3	Approver USER ID-4	Approver USER ID-5

**◆ This Section for Use by Maintenance and Operations ◆**

Backlog <input type="checkbox"/>	Initial <input type="checkbox"/>	Expense Class ( )			Priority ( )					Est. Comp. Date	Service Category ( )					
		Maint	Non-Maint	Capital	Routine	Emerg	Urgent	Adm	Rej			Serv Call	Min Proj	Maj Proj	Oper W/O	PM W/O
		<input type="checkbox"/> M	<input type="checkbox"/> N	<input type="checkbox"/> C	<input type="checkbox"/> M	<input type="checkbox"/> E	<input type="checkbox"/> U	<input type="checkbox"/> A	<input type="checkbox"/> R			<input type="checkbox"/> S	<input type="checkbox"/> B	<input type="checkbox"/> A	<input type="checkbox"/> O	<input type="checkbox"/> R
MULTI AFE	AFE # (If Applicable)	AFE Cost Limit	WO Cost Limit	Category Code	UR #/WOCR	Location Equipment Function or Asset #										
Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$	\$													

Event (No. & Trade)	Event Task Description										Est. Start Date	
Event AFE	SKILL	MECH's	HRS. EA.	MTL EST	SSBG	SBKG						
				\$								
	FUND	OBJ.	LOC	PROG	FUNC							

Event Authorized	Approver USER ID-1	Approver USER ID-2	Approver USER ID-3	Approver USER ID-4	Approver USER ID-5	Loc/Equip Function
\$						

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\$						

<b>Special Instructions/Comments</b>