



## Work Order Request

Please fill out the following information to request a work order for LJCF. Work orders are processed as funds are available, and in order of urgency.

Today's date: \_\_\_\_\_ Name of Requestor: \_\_\_\_\_  
(Your name)

Location of work needed (be specific): \_\_\_\_\_  
(Ex: Fellowship Hall Restroom)

Type of work needed: \_\_\_\_\_  
(Ex: Leak repair for bathroom sink)

Estimated Cost: \$ \_\_\_\_\_  
(or write "unknown")

Vendor contact information: \_\_\_\_\_  
(or write "unknown")

Budget #: \_\_\_\_\_ Approved by: \_\_\_\_\_  
(Leave blank if not pre-authorized)

Any other pertinent information that will help us process the request:

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### Internal Use Only

Date Request Received: \_\_\_\_\_ Budget: \_\_\_\_\_  
(verify approval with budget signer)

Request Status: \_\_\_\_\_  
Approved (Project Mgr: \_\_\_\_\_)  
Declined (notified: \_\_\_\_\_)  
Save for later date