

# TRINIDAD STATE JUNIOR COLLEGE

TRINIDAD, CO 81082

WORK ORDER NO. \_\_\_\_\_

DATE: \_\_\_\_\_

## WORK ORDER FORM

FISCAL YEAR \_\_\_\_\_

REQUESTED BY \_\_\_\_\_  
LOCATION OF JOB ORDER \_\_\_\_\_  
SPECIFICATIONS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHYSICAL PLANT USE ONLY
COMPLETED BY: _____
DATE COMPLETED _____
OTHER _____

KEYS: RECEIVED BY \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_  
APPROVED BY \_\_\_\_\_

BUSINESS OFFICE USE ONLY	
CODE NUMBER _____	
REMARKS _____	
DATE _____	ESTIMATED COST _____

DISTRIBUTION: WHITE & CANARY TO PHYSICAL PLANT, PINK TO DEAN'S OFFICE AND GOLD TO ORIGINATOR