

**DEPARTMENTAL WORK ORDER  
HORTICULTURE BUILDING AND HORTICULTURE GREENHOUSE**

Your Name \_\_\_\_\_ Request Date \_\_\_\_\_

Job Location \_\_\_\_\_

Account Number for Charges \_\_\_\_\_

Project Description: (Include justification and sketch if applicable. Use back if necessary)

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To be filled out by Building Deputy:

Estimate of Cost:      Materials \_\_\_\_\_

   Labor (# hours) \_\_\_\_\_

To be filled out by Business Office:

\_\_\_\_\_      Hold, Reason \_\_\_\_\_

\_\_\_\_\_      OK to Proceed

\_\_\_\_\_      Physical Facilities

\_\_\_\_\_      Department Project (Eric Whitehead)

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Department Head