Sample Work Order Format

Date of Request: February 20, 2015

Requestor: Danica Kirkpatrick

Requestor Phone: 765-494-9113

Staff Contact: This would be used if student organization was submitting the work order.

Staff Phone: This would be used if student organization was submitting the work order.

Building: Ag Administration

Address: 615 W. State Street

Room: AGAD 111

Fund #: Enter here the account # that is to be billed for the service

Order#: For account tracking

Description: Please provide electricity (4 outlets) to the southwest corner of the 45’ x 110’ tent in front of AGAD.

Any Comments: Electricity will be used for:
  • Popcorn machine
  • Refrigerator for food
  • Computer
  • Television
  • SEE ATTACHED MAP FOR MORE INFORMATION (Include a map describing exactly what will be used in each location and where power needs to go.)