

**College of Engineering**

**Work Order For Engineering Machine Shop**

Date of Request: \_\_\_\_\_

FROM: Requester: \_\_\_\_\_ Dept.: \_\_\_\_\_ Phone # \_\_\_\_\_

CONTACT: Name: \_\_\_\_\_ Building: \_\_\_\_\_ Room # \_\_\_\_\_

Phone# \_\_\_\_\_ Equipment Location: \_\_\_\_\_

DESCRIPTION OF WORK REQUESTED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired Completion Date: \_\_\_\_\_

WORK RELATES TO:     Sponsored Research     Student Project     Other

ACCOUNT # \_\_\_\_\_ WORK AUTHORIZED BY: \_\_\_\_\_

(Necessary if funds required)

(Department Head if Department funding)

(Materials, Equipment, Etc.)

(Faculty member if Faculty funding)

INFORMATION BELOW TO BE COMPLETED BY MECHANICIANS

WORK ASSIGNED TO: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION OF WORK REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARTS REQUIRED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER INFORMATION: \_\_\_\_\_

MECHANICIAN: \_\_\_\_\_ HRS. LABOR: \_\_\_\_\_ DATE: \_\_\_\_\_