

REQUEST FOR SERVICE
PHYSICAL PLANT DEPARTMENT
NORTH CAROLINA A&T STATE UNIVERSITY

SUBMIT: One Copy		(For Physical Plant use only)	
1. School or Department	Building No.	9. Job Order No.	
		10. Department Code	
		11. Supervisor Assigned To:	
2. Location of Work (Bldg & Room No. or other identification)		12. ID Number	
		Priority Number	
3. Work Requested By:		13. Funds Code	
		Material Cost	
		Labor Cost	
4. For further information call: Name		14. Sketch or Plan Attached	
Telephone No.		Yes <input type="checkbox"/> No <input type="checkbox"/>	
5. Date of Request		15. Date Received	
6. Desired Completion Date Month Day Year		16. Date Job Scheduled.	
7. Detailed description of job required (use reverse side for additional space). Include sketch if appropriate.			

Director or Building Representative _____ Date Vice Chancellor for Fiscal Affairs _____ Date

Property Custodian _____ Date Vice Chancellor for Academic Affairs or
Vice Chancellor for Student Affairs _____ Date

(FOR PHYSICAL PLANT USE ONLY)

17. Request Approved By:						Date:	
		SUMMARY					
		Labor Hours		Materials (Cost)			
Assigned To:	Craft Required	Est.	Actual	Est.	Actual	Remarks	
18. TOTALS							
				Date		Estimator	
19. Completed:							
20. Inspected by:							
21. Approved by:							

Remarks