

INSTRUCTIONS

**PALO VERDE  
COMMUNITY COLLEGE DISTRICT**

**BLYTHE, CALIFORNIA**

**WORK ORDER**

This form will be used in requesting special work to be done by school maintenance staff.

Forward original and one copy to the business office. Retain REQUISITIONER'S COPY. Please allow ample time for scheduling the work to be done.

Date \_\_\_\_\_

Room or Location \_\_\_\_\_ Date Required \_\_\_\_\_

Describe work to be done: (IN DETAIL)

Check appropriate square:  Original Request  Confirming Verbal Request

Signed \_\_\_\_\_

Title \_\_\_\_\_

**DO NOT WRITE BELOW THIS DOUBLE LINE**

Business Office:  Approved  Not Approved

Budget Classification for Labor: \_\_\_\_\_

Signed \_\_\_\_\_, Business Mgr.

Workman Assigned \_\_\_\_\_ Date Work to Start \_\_\_\_\_

Date Work Completed \_\_\_\_\_ Signature of Workman \_\_\_\_\_

Reason why work not completed on time, or other remarks: (Use other side of sheet)