

IMPERIAL COMMUNITY COLLEGE DISTRICT
JOB REQUEST & WORK ORDER

A. Cost Center _____ Requisitioned by _____

Account Code _____ Date _____ Date Needed _____

Priority: (circle one number and attach explanation sheet for priority if necessary):

- | | | |
|--|------------------------------|--------------|
| 1. Emergency (danger & safety) | 3. Instructional requirement | 5. Desirable |
| 2. Near emergency (to avoid higher cost later) | 4. Non-Instruction | |

B. Description & location of job (submit triplicate sketch if appropriate):

C. Approved Disapproved Approved Disapproved Approved Disapproved

Cost Center Supervisor

Area Vice President/President

Director of Maintenance

Approved Disapproved

Vice President for Business Services

DIRECTOR OF MAINTENANCE

D. Cost Estimate

Materials \$ _____

Labor \$ _____

Total \$ _____

E. Final Cost

Materials \$ _____

Labor \$ _____

Total \$ _____

F. Completed by _____
(Signature)

Date: _____

G. Completion verified by _____
(Signature)

Date: _____

Comments: _____

ALLOW SUFFICIENT TIME FOR PROCESSING (5 DAYS)