

UINTA COUNTY SCHOOL DISTRICT #4

Maintenance Work Request Via Business Office — Submit in Duplicate

ECB-1-E

School or Department _____ Building # _____ Room # _____ Date _____ 19 _____

WORK REQUESTED: List single item or group of like items (Type - single space)

For unusual or non-budgeted requests add justification statement. Use separate sheet if necessary.

Requested by _____ Approved by _____

Principal or Department Head

Accounting Classification _____

DO NOT WRITE BELOW THIS LINE

MAINTENANCE DEPARTMENT INFORMATION

New ☐ Maint. ☐ Vandalism ☐

Assigned To _____ Section _____

Man Hours _____

Crew _____

Scheduled Comp. Date _____

Actual Comp. Date _____

Signature of Workman _____

Approved _____

Business Manager

MATERIAL AND LABOR COST DATA (Attach extra sheet if required)

Unit	Material Used	Cost	Date	Labor Used	Hours	Rate	Cost

Total Material

Total Labor

Notes or Instructions of Maintenance Manager

Total Material

Total Cost of
Completed Request