



OKLAHOMA STATE UNIVERSITY

WORK ORDER REQUEST

For PHYSICAL PLANT SERVICES

Please Read Instructions Before Filling Out Work Order Request

WORK ORDER	FY
Completed by Physical Plant	

1. CUSTOMER ID	2. DEPARTMENT NAME	3. DATE
4. CONTACT PERSON'S NAME AND ADDRESS	5. PHONE	6. EMAIL ADDRESS
		7. DESIRED COMPLETION DATE

8. DEBIT ACCOUNT NUMBER	(ACCOUNT NBR REQUIRED FOR ALL WORK REQUESTS) (STATE FUND REQUIRED FOR ENCUMBRANCES ONLY)						
NOTE: Your account will automatically be charged. Do not submit this document for payment. Please call the Physical Plant's Accounting Department at x47175 if you have questions concerning your charges.	A	L	ACCOUNT	SUBCODE	ST FUND	ST AGENCY	ST ACCOUNT
COMPLETED BY THE CUSTOMER							

9. DESCRIPTION OF WORK AND NEEDS INFORMATION SUPPORTING DESIRED COMPLETION DATE
(Provide Complete Information; Attach Extra Sheets and Drawings if Needed)

DEFINITIONS: PPS = Physical Plant In-House Trades; JOC = Job Order Contract (On Call Contractor)
Note: PPS Work is Billed at Actual Cost. JOC Work is Billed at the Fixed Cost Per Agreement

10. ESTIMATE APPROVAL SECTION	
DEPARTMENT HEAD'S <i>ESTIMATE</i> APPROVAL	DATE
DEAN'S <i>ESTIMATE</i> APPROVAL	DATE
DATE ESTIMATE RETURNED TO CUSTOMER _____	
RANGE ESTIMATE \$ _____ TO \$ _____	

11. WORK APPROVAL SECTION		
DEPARTMENT HEAD'S <i>WORK</i> APPROVAL	DATE	WRITE IN DESIRED ENCUMBRANCE AMOUNT \$
DEAN'S <i>WORK</i> APPROVAL	DATE	
PERFORMANCE OF WORK (SELECT WITH MOUSE)		ESTIMATED WORK APPROVED FOR PERFORMANCE
PPS TRADES JOC CONTRACTOR		
PPS TRADES JOC CONTRACTOR		

12. ENCUMBRANCE ACKNOWLEDGEMENT	DATE
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