

Date ____/____/____

**BUILDINGS DIVISION
NON-MAINTENANCE WORK ORDER**

TO: Public Works Department
2855 South State
Provo, UT 84606
851-8651

FROM: _____
DEPT : _____

Building Name: Room #

The following described project needed by our department is not included in the maintenance budget. An evaluation of the project is hereby requested to determine the project cost, which this department agrees to pay if approved below:

Project Title:	Date Project Needed:
Description and Specifications of Project:	

Department Head's Signature

ESTIMATE BY PUBLIC WORKS:	Quantity	Rate	Amount
Labor Costs:			
Materials Costs:			
TOTAL			

APPROVAL OF ESTIMATE:

DEPARTMENT HEAD

PHONE NUMBER

PURCHASE ORDER NUMBER