

# College of Arts and Sciences MACHINE SHOP

Original: Shop  
 Copy: Office File  
 Faculty Member  
 Dept. Chairman

Phone: 645-3904 Fax: 645-3458

Biological Sciences  
 Chemistry  
 Geology  
 Physics  
 Other


Work Order No. \_\_\_\_\_

1. Requester: Phone No.:	2. Date:	3. State, Grant, IFR, UBF Number:																																																																											
4. Description of Work Order:	6. Labor Rate is \$12.00/hr	Project:																																																																											
	Materials:	Award:																																																																											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">QTY</th> <th style="width: 15%;">INVENTORY #</th> <th style="width: 45%;">ITEM</th> <th style="width: 15%;">COST (ea)</th> <th style="width: 15%;">TOTAL</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	QTY	INVENTORY #	ITEM	COST (ea)	TOTAL																																																																							Task:
	QTY	INVENTORY #	ITEM	COST (ea)	TOTAL																																																																								
Attachment <input type="checkbox"/>																																																																													
Small Job <input type="checkbox"/>																																																																													
Large Job <input type="checkbox"/>																																																																													
5. Approved by: (Faculty member must sign)																																																																													
		<b>TOTAL:</b>																																																																											
7. Machinist: Tom Gruenauer	Gary Nottingham																																																																												
8. Date Started:	9. Date Completed:	Design (Hrs): _____																																																																											
		Machining(Hrs): _____																																																																											
		<b>TOTAL LABOR:</b>																																																																											
11. Priority Requested: Approved by the Dean's Office:	12. Billing:	13. MS#: _____																																																																											
Approved:	Labor (Hrs): _____	Date Paid: _____																																																																											
Due Date:	Materials: _____																																																																												
<b>NOTE:</b> Items 1-5 completed by Requestor.	TOTAL: _____																																																																												
Item 11 signed by Bruce McCombe/Bonnie Bright		<b>Revised 7/01</b>																																																																											