

# College of Arts and Sciences Instrument Machine Shop

[www.casims.buffalo.edu](http://www.casims.buffalo.edu)

Phone: 645-3904 Fax: 645-3458 Email: tgru@buffalo.edu

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

Biological Sciences   
 Chemistry   
 Geology   
 Physics   
 Psychology   
 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 \$14.41/hr.  Materials:			Project: Award: Task:	
	QTY	INVENTORY #	ITEM	COST (ea)	TOTAL
	5. Approved by: (Faculty member must sign) Print: Sign:				<b>TOTAL:</b>
7. Machinist:		Tom Gruenauer	Gary Nottingham	Kevin Cullinan	
8. Date Started:	9. Date Completed:	Design (Hrs): _____ Machining (Hrs): _____ <b>TOTAL LABOR:</b>			
11. Priority Requested: Approved by the Dean's Office: Approved: Due Date:		12. Billing: Labor (Hrs): _____ Materials: _____ TOTAL: _____	13. MS#: Date Paid: _____		
<b>NOTE:</b> Items 1-5 completed by Requestor. _____		<b>Revised 3/17</b>			

Attachment   
 Small Job   
 Large Job