

**DEPARTMENTAL WORK ORDER
HORTICULTURE BUILDING AND HORTICULTURE GREENHOUSE**

Your Name _____ Request Date _____

Job Location _____

Account Number for Charges _____

Project Description: (Include justification and sketch if applicable. Use back if necessary)

To be filled out by Building Deputy:

Estimate of Cost: Materials _____
 Labor (# hours) _____

To be filled out by Business Office:

_____ Hold, Reason _____
_____ OK to Proceed
_____ Physical Facilities
_____ Department Project (Eric Whitehead)

Department Head

