

# Chemical and Biomolecular Engineering Machine Shop

## WORK REQUEST

Work Order Number: \_\_\_\_\_ Speed Type Number: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office phone: \_\_\_\_\_ Lab/Cell phone: \_\_\_\_\_ Room number: \_\_\_\_\_

This request is:    *(Please circle choice)*    **Regular**                      **Priority**                      **Overtime**

Brief Description  
of Job Requested:

Use additional pages as necessary

Faculty Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Overtime Approval \_\_\_\_\_ Date: \_\_\_\_\_  
By Chair

Date work began: _____	Time: _____
Date work completed: _____	Time: _____
Billable time: _____	
Final Cost: _____	