



920 Barlow Road - Fort Morgan CO 80701

## PHYSICAL PLANT MAINTENANCE WORK ORDER

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

Requested by: \_\_\_\_\_

Building/Room: \_\_\_\_\_

Description of Needs: \_\_\_\_\_

Org. to be Charged:

\_\_\_\_\_

Estimated Cost Amount:

\_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Administration Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Work Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to Administrative Services  
Rev 5/01