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| **Submitted by** |  | **Description of Work** |
| **Email** |  |
| **Phone** |  |
| **Department** |  |
| **Building/Room** |  |
| **Account number** |  |
| **Date Submitted** |  |
| **Completion By**  |  | **Received by** |  |

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| **Hours Worked Record** |  | **Materials Used Record** |
| **Date** | **Time** | **Initials** | **Quantity** | **Item** | **Amount** |
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|  |  |  | **Total $** |  |
|  |  |  | **Materials Ordered Record** |
|  |  |  | **Date** | **Item/Vendor** | **Amount** |
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|  |  |  | **Total $** |  |

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| **Stock & Ordered Materials Total $** |  |
| **Total hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $\_\_\_\_\_\_\_ per hour + Other Misc. Charges of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =** |  |
| **Total charges for the sheet $** |  |