

Machine Shop Job Request

Faculty/Staff requesting work _____

Project Name _____

Account number to charge supplies _____

Request date _____

Requested completion date _____

Blueprints/Schematics provided Yes No

(Blueprints/Schematics are suggested and preferred in electronic format.)

Brief Job Description

Work Performed by _____

Hours used _____

Signature _____

(after work is complete)

Completion Date _____