

Bright Local School District

Work Order

Building _____ Date of Request _____

Person Making Request _____

Directions: Give accurate description of service required. Do not include multiple types of work on one work order. Submit request to the building principal who will forward request to the superintendent for approval.

Estimated time to Complete Job _____ Estimated Cost _____

Approval _____ Work Completed _____

Superintendent

Supervisor

Disapproved _____ Date _____

Superintendent