

# BRAZOS INDEPENDENT SCHOOL DISTRICT MAINTENANCE REQUISITION

## DIRECTIONS FOR THIS FORM:

Please make only one request per form. Describe completely the work that is requested. If you have any suggestions regarding materials, color, standards, etc., include this in your description of the work requested.

\*\*\*\*The Principal may approve the requisition. The Maintenance Supervisor should be notified when parts or supplies need to be ordered and or acquired. The Administration and the Maintenance Supervisor should be the only person purchasing and acquiring materials or supplies. **The Maintenance Supervisor should be notified if there are any utilities, construction, or maintenance/custodian budget items being addressed in the budget request. Major purchases should also be approved through the business office, which require legal bidding. Please send a copy of this form to the maintenance supervisor. Thank you for your cooperation\*\*\*\***

CAMPUS: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSON REQUESTING WORK: \_\_\_\_\_

LOCATION: \_\_\_\_\_

WORK REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE WORK PERFORMED: \_\_\_\_\_

TIME TAKEN TO PERFORM WORK: \_\_\_\_\_

PERSON COMPLETING WORK: \_\_\_\_\_

ADMINISTRATIVE SIGNATURE OF WORK COMPLETED: \_\_\_\_\_

### OPERATIONS USE ONLY

ESTIMATED COST: \_\_\_\_\_

BUDGET CODE: \_\_\_\_\_

BUDGET YEAR: \_\_\_\_\_

WORK ORDER NUMBER: \_\_\_\_\_