STUDENT UNION/HARRIMAN STUDENT CENTER
WORK ORDER REQUEST

• All requests for work to be done in the Student Union need to go through Student Life, Suite 150 Student Union, North Campus.
• Please be as thorough and descriptive as possible when filling out the request form.
• The form may be dropped off at Suite 150 or it may be faxed to 645-2371.
• Any questions regarding work orders, please stop at Student Life Office or call 645-2055.

Group Name: __________________________________
Recognized by: ______________________________
Contact Person: ________________________________
Phone: ______________  E-Mail: _______________
Campus Organization Address: 
________________________________________________________________
________________________________________________________________

**Please be aware that some requests may incur charges**

Type of Request:
Cleaning ___________________  Repair ___________________  Other ___________________

Please describe your request:
________________________________________________________________
________________________________________________________________
________________________________________________________________

University Account Number: ______________________

If a billable request, would you like an estimate?  Yes  No

For Office Use Only:
Date received:  ___________  Staff member dealing with request: ________________________________
Approved:  Y  N  Work Order #: _______________________________________________________
Billable:  Y  N  Amount: ______________  Date Completed: _________________________