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## Work Order

Requestor:
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Today's Date	
Due Date	

## PLEASE NOTE:

You MUST enter an account for expense if applicable. Input either the COS department – 6200004 or your Grant Project Number. Failure to enter will cause return of work order and delay of completion.

TASK	Description and Details	Vendor	Project Number
Purchase			
Hire	Name:		
	Position Title:		
	Student Work-study Student Dept/Grant Funded		
	Temporary Salary Temporary Hourly		
	Add Comp Salary Add Comp Hourly		
	Location:		
	Dates: Purpose:		
	Attendees:		
Prepare	Meal Estimate: Lodging		
Travel	Estimate: Transportation Estimate: Other:		
Request	HOW WOULD YOU LIKE YOUR MEALS:		
	Per Diem or Actual		

Prepare TEV	Copies of Receipts attached. (originals given to P-card Coordinator)  Enter explanation of expense accounts if more than one used.	
Сору	# of copies Attach Document for copy Single Sided Double Sided	
Other		