Salisbury State University

SUPPLY ORDER/WORK ORDER

REQUESTING DEPT. 1	REQUESTING DEPT. ACCOUNTING CODE 2	REQUESTED BY 3	DATE 4	APPROVED BY 5	DATE 6	DATE REQUIRED 7

TO									
LEARNING RESOURCES		PHYSICAL PLANT		CENTRAL STORES		OTHER SERVICE DEPT. 8	ACCOUNT CODE 9 CHARGED ☐ CREDITED ☐	DATE RECEIVED	WORK ORDER NO./INITIALS
DATA PROCESSING		FOOD SERVICE		DUPLICATOR					

ASSIGNED TO	DATE SCHEDULED	DETAIL DESCRIPTION OF WORK (GIVE COMPLETE SPECIFICATIONS)*	PRIORITY 1 ☐ EMER 2 ☐ URGENT 3 ☐ ROUTINE
LABOR USED		DELIVER TO: _____ BUILDING CODE _____ ROOM NO. TEL:	10

PHY PLANT USE:	COMP BY:	DATE:	INSP BY:	DATE:	APPR BY:	DATE:	MATERIAL: $	LABOR: $	TOTAL: $

C/S USE ONLY:	ORD PULL:	DATE:	ORD INSP:	DATE:	ORD DEL:	DATE:	B/O PULL:	DATE:	B/O INSP:	DATE:	B/O DEL:	DATE:

(TRANS: ADD-ORD-UPD-DEL-CR-B/O)

★★ SUPPLY ORDER ★★

TRANS	NUMBER 11	DPT	DESCRIPTION 12	ISSUE UNIT 13	NO. REQ 14	UNIT COST	RO/PT	ADD INV	SUB INV	VENDOR	ORDER DATE	ORDER QTY	B/O QTY	B/O ISSUE	DATE RECEIVED	N/C

AA0367

WHITE-Originator File Completed BLUE-Service Dept. GREEN-Service Dept. File CANARY-Originator File PINK-Inventory/Misc. GOLDENROD-Service Dept. Back Order