**SUPPLY ORDER/WORK ORDER**

**REQUESTING DEPT.**
**ACCOUNTING CODE**

**REQUESTED BY.**
**DATE**

**APPROVED BY**
**DATE**

**WORK ORDER NO./INITIALS**

**ASSIGNED TO**
**DATE SCHEDULED**

**DETAILED DESCRIPTION OF WORK (GIVE COMPLETE SPECIFICATIONS)**

**PRIORITY**
1 [EMER] 2 [URGENT] 3 [ROUTINE]

**DELIVER TO:**

**BUILDING CODE**

**ROOM NO.**

**TEL:**

**Labor used**

**PRIORITY**

**PHY PLANT USE:**

**COMB BY:**

**DATE:**

**INSPECTION BY:**

**DATE:**

**ORDER BY:**

**DATE:**

**ORD DEL:**

**DATE:**

**INSPECTION:**

**DATE:**

**BO INSP:**

**DATE:**

**BO DEL:**


**SUPPLY ORDER**

**TRAN**

**NUMBER**

**DPT**

**DESCRIPTION**

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>UNIT</th>
<th>NO. REQ</th>
<th>UNIT COST</th>
<th>ROIPT</th>
<th>ADD INV</th>
<th>SUB INV</th>
<th>VENDOR</th>
<th>ORDER DATE</th>
<th>ORDER QTY</th>
<th>SOC QTY</th>
<th>SOC ISSUE</th>
<th>DATE RECEIVED</th>
<th>N/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>