



Work Order #: \_\_\_\_\_

Jackson Parish Police Jury

**WORK ORDER REQUEST FORM**

Date of Request:
Location:
Order Submitted By: <i>(please print)</i>

Details of Request:


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*For Maintenance Office*

<b>Mechanic (Crew assigned):</b>
<b>Scheduled Start Date:</b>
<b>Estimated Expenses:</b>
<b>Priority Assigned: 1=Immediate Action 2=Scheduled Action 3= Under Review</b>

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*Acknowledgement of Completion*

Date Completed:	
<b><i>I hereby acknowledge the satisfactory completion of the above requested work.</i></b>	
Maintenance Crew Assigned (Print):	
Maintenance Crew Assigned (Signature):	
Approximate hours to complete:	Notes/Comments:
Maintenance Supervisor (Signature):	