Lowndes County Public School Service Request

School/Dept. ____________________________ Request Date ________/________/_________
Requested by ____________________________ Signature ____________________________
(Principal/Dept. Head) (Principal/Dept Head)

I. Service Codes (Circle Appropriate Letter)

- A. Air Conditioning
- B. Carpentry
- C. Carpet
- D. Ceilings
- E. Computer/Technology
- F. Cooler/Freezer
- G. Doors/Locks
- H. Electrical
- I. Equipment Disposal
- J. Grounds
- K. Heating
- L. Lighting
- M. Moving/Hauling
- N. Paving/Striping
- O. Pest Control
- P. Plumbing
- Q. Security Equipment
- R. Stove/Oven
- S. Walls
- T. Other

II. Description of Work To Be Performed (Use Separate Service Request For Each Code)

____________________________________________________________________________________
____________________________________________________________________________________

To Be Completed by Technician

II. Materials and Supplies (Asterisk denotes in-stock items)

Purchase Order Number __________________________
Vendor Name __________________________ Address ___________________________________________

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Model #</th>
<th>Item</th>
<th>Price</th>
<th>Extended Price</th>
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IV. Worked Performed

Start Time: ___________________________ End Time: ___________________________
Start Time: ___________________________ End Time: ___________________________
Start Time: ___________________________ End Time: ___________________________

Date: ___________________________

Comments __________________________________________________________________________

V. Validation

Date Work Completed ___________________________
Signature of Person Requesting Work ___________________ Signature of Technician ___________________

(Sign only if job is completed)