

PYRAMID LAKE PAIUTE TRIBE MAINTENANCE WORK ORDER



Order # _____

Requested By: _____ Phone # _____

Job Location: _____

Authorization to Enter in Department's Absence: ___ Yes ___ No

Received By: _____, Supervisor Date: _____ Time: _____

Work Order Authorized: ___ Yes ___ No

Work Order Issued To: _____

Mileage: _____ Starting Odometer: _____ Ending Odometer: _____

Work Requested: _____

Materials and Parts:

Quantity:	Description:	Unit Price:	Amount:

Labor:

Date:	Time Started:	Time Ended:	Total Hours	Hourly Rate	Amount

Unable to Complete Because: _____

Completed Work – Date: _____ Time: _____

Cost of Job: \$ _____ Parts/Materials+\$ _____ Labor +\$ _____ Mileage
=Grand Total: _____

Signed: _____, Maintenance Worker

_____, Department Representative