

**MERCER COUNTY SCHOOLS**

***Maintenance Work/Supply Order***

Fax to 733-7224

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**\_\_\_\_\_ Work Order Request**

**Date Requested** \_\_\_\_\_

**Date Completed** \_\_\_\_\_

**Site** \_\_\_\_\_

**Person Requesting**  
\_\_\_\_\_

**Administrator's Signature**  
\_\_\_\_\_

**Best Time for Repair**  
\_\_\_\_\_

**Repair Requested**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\_\_\_\_\_ Supply Request**

**Date** \_\_\_\_\_

**Person Requesting**  
\_\_\_\_\_

**Items and quantity**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_