

Doña Ana County Head Start Work Request

Center: _____

Date: _____

To: Computer Support
 Campus Services

DACHS Maintenance Tech
 Word Processing Support

Other (Contractor)
 Laminating

Person Submitting: _____

Date Work Needed: _____

Routine

Urgent

Description of Work Requested: _____

Building _____

Equipment _____

Vehicle _____

Grounds _____

Submit to Fiscal Specialist

PR# _____ For office use only

<u>Tools Used</u>	<u>Items Purchased</u>	<u>Center</u>	<u>Totals</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Center Staff Signature
(Upon Completion of Work)

Recommendations & Follow-up Needed: _____

