



Dr. Fredrick Robinson • Superintendent of Education

School District

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

## MAINTENANCE REQUEST

Date of Request: \_\_\_\_\_

School/Site: \_\_\_\_\_

Person requesting service: \_\_\_\_\_

Location/Room: \_\_\_\_\_

Administrator approval: \_\_\_\_\_

REPAIRS NEEDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

Approved:  Yes  No \_\_\_\_\_, Superintendent

Purchase Order #: \_\_\_\_\_

Cost of Supplies: \_\_\_\_\_

Invoice Number(s): \_\_\_\_\_

Check One: Charge to

District

Food Service

Federal Programs

Special Services

Date (started): \_\_\_\_\_

Date (completed): \_\_\_\_\_

Verified: \_\_\_\_\_, Local Administrator