

RABUN COUNTY MAINTENANCE

WORK ORDER

Please give a description of work order request. For emergency work, call the County Administrator or County Clerk.

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All work orders and all work performed by the Building and Grounds (Maintenance) Crew will be authorized by the County Administrator.

Signature of Department Head \_\_\_\_\_

County Department \_\_\_\_\_

Date \_\_\_\_\_

Funds available in your budget to cover these expenses Yes No

Approved Not Approved

County Administrator Signature \_\_\_\_\_

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Date completed \_\_\_\_\_

Total Hours \_\_\_\_\_

Total Materials Cost \$ \_\_\_\_\_

List of P. O. & Tickets:

List of Workers:

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Job Completed signature \_\_\_\_\_

TURN IN COMPLETED WORK ORDER TO COUNTY CLERK'S OFFICE