VIRGINIA STATE UNIVERSITY
DEPARTMENT OF POLICE AND PUBLIC SAFETY

LOCKSMITH REQUEST (S): ORDER No: __________

RECEIVED BY: ______________________
REQUEST FROM: ______________________ DATE OF WORK ORDER __________
BUDGET CODE: ______________________ ROUTING [ ] EMERGENCY [ ]
LOCATION OF THE WORK TO BE DONE:
DEPARTMENT: RESIDENCE LIFE FLOOR: ________ ROOM: ________
BUILDING: Barrett Jackson PHONE NO: 524-__________

REQUESTED WORK TO BE DONE:

Locksmith Use Only

ACTUAL WORK DONE:

DATE & TIME STARTED DATE & TIME COMPLETED
____/____/____ ____ : _____ AM/PM ____/____/____ ____ : _____ AM/PM

TOTAL HOURS: ______________ LABOR COST: $ __________
MATERIAL COST: $ __________
TOTAL COST $ __________

WORKMAN SIGNATURE

ACKNOWLEDGED BY: ______________________ DATE: ________________
Your signature verifies that work was performed, keys received, etc.