

LOGISTICS SERVICE REQUEST

UNLESS EXPLICITLY AGREED UPON, CHARGES WILL NOT EXCEED THE ESTIMATED AMOUNT. IF ONCE THE TASK IS IN PROGRESS IT IS DETERMINED THE TOTAL COST WILL EXCEED THE AUTHORIZED AMOUNT, THE POINT OF CONTACT WILL BE ADVISED AND AN EQUITABLE SOLUTION WILL BE NEGOTIATED.

STOREROOM CARD NUMBER:	PROJECT NUMBER:	FY:	DATE:
DATE(S) TASKS TO BE COMPLETED:	ESTIMATED AMOUNT:	AUTHORIZED AMOUNT:	
CONTACT NAME:	CONTACT TELEPHONE:	MC:	BLDG/ROOM:

WORK REQUEST (Breakdown by specific tasks):

FOLLOWING TO BE COMPLETED BY LOGISTICS:

SUMMARY OF COMPLETED TASKS:

EQUIPMENT/PERSONNEL USED (Truck and driver - \$29/hr/Laborer - \$19/hr):	START TIME:
	STOP TIME:

TOTAL AMOUNT CHARGED: