

Date: _____



Work Order Agreement

OWNER/PROVIDER

DEPARTMENT ENROLLED

Department Assigned: ☐ Build Tech Spec ☐ Automotive ☐ HVAC ☐ Diesel PE Tech ☐ Welding

☐ Machine Tool ☐ Information Tech ☐ Business Office Admin ☐ Other _____

I make this request for work and/or service with the understanding that:

- (1) It will be a "learning project".
- (2) The work will be performed by students as a part of their learning process.
- (3) I will bear the expense of all repair parts and/or supplies which, in the judgment of the instructor, are needed to complete the project.

I further understand and hereby agree that no liability, expressed or implied, may be incurred by the college or any person connected therewith in relation to this project but that normal security will be provided for projects while they are on college/school premises:

SIGNATURE OF OWNER

PHONE OR ADDRESS

WORK REQUEST

A. Description of Work Requested (Attach sheet if needed):

B. Identification of Property:

ITEM MAKE

MODEL

SERIAL NUMBER

C. Service Report:

STUDENT(S) ASSIGNED _____

Date Completed: _____ Property Claimed: _____

SIGNATURE

The person named above is authorized in accordance with the Work Order Policy to request this work to be performed.
The work requested will contribute to the progress of the student(s).

INSTRUCTOR

AUTHORIZED BY