

# WORK REQUEST FORM

DATE \_\_\_\_\_

**REQUEST:**

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**REASON FOR REQUEST**

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**REQUESTED BY:** \_\_\_\_\_

**REFERRED TO:**

BUILDINGS & GROUNDS:

AUTHORIZED: YES:[ ] NO:[ ]

OFFICE & POST OFFICE

COMPLETED: YES:[ ] NO:[ ]

ROADS:

COMMENTS:

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**EMPLOYEE:**

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**BOARD MEMBER:**

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