

St. Matthew Lutheran Church and School

Work Order

Day/Date/Year: _____

Work/Repair Request: _____

Location of Work/Repair: _____

Materials Needed: _____

Internal/External Contractor: _____

External Contractor: _____ Telephone: _____

Cost Involved: _____

Materials Ordered: _____

Assigned To: _____

Comments Pertaining to Work or Repair:

Receipts: Attached

Paper Work to Treasurer: _____

Total Cost of Project: _____

Job Completed: _____

Request Filed: _____