

Website: [churchrock.navajochapters.org](http://churchrock.navajochapters.org)



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## ADMINISTRATION

DATE/TIME:

Received By: \_\_\_\_\_

Date/Time Entered into Log:

Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Phone Number:**\_\_\_\_\_

**Email:** \_\_\_\_\_

Physical Address: \_\_\_\_\_

Type of work requested: \_\_\_\_\_

Type of materials/supplies available: \_\_\_\_\_

**PLEASE INITIAL BELOW**

\_\_\_\_\_ I understand the Laborers may not implement or complete the request due to weather, time and/or funding availability.

       I understand the Laborers will work on the request if the materials/supplies are readily available.

\_\_\_\_ I understand the Laborers can be removed from the project due to unforeseen circumstances or an emergency.

\_\_\_\_\_ I understand the Laborers have a time limit and I will not interfere with their work.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Administration

Date \_\_\_\_\_

Project Manager/CSC

Date \_\_\_\_\_

**Approved**

☐ **Disapproved**☐ Pending: \_\_\_\_\_

DATE: \_\_\_\_\_

**WORK ORDER NOTES/COMMENTS:**[illegible]