Florida Institute of Technology • Facilities Operations
150 West University Boulevard, Melbourne, FL 32901-6975 • (321) 674-8038 • Fax: (321) 674-7257
facilities@fit.edu • www.facilities.fit.edu

See www.fit.edu/facilities for detailed instructions for the Work Order process. Generally, all work requiring materials purchases, or the use of outside vendors requires a Work Order. An estimate of cost will be returned to the initiator to fund the work and receive proper approvals before Facilities Operations proceeds.

### BUILDING NAME:

**WORK DESCRIPTION:**

<table>
<thead>
<tr>
<th>FACILITIES LABOR</th>
<th>MATERIALS</th>
<th>OUTSIDE SERVICES</th>
<th>TOTAL PROJECT COST</th>
<th>CHARGE TO DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimate</td>
<td>Change Order #1</td>
<td>Change Order #2</td>
<td>Change Order #3</td>
<td>Revised Total Cost</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>74236</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer to:</td>
<td></td>
<td></td>
<td></td>
<td>72277</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DATE OUT**

**PRINTED NAME**

**SIGNATURE**

**DATE**

Project Coordinator for Estimate

Sr. Director, Operations

Requesting Dean/VP

Research Office (If grant funded)

SVPAASA (Academic)

Sr. Vice President (If over $500)

President (If over $50,000)