

\_\_\_\_\_



# Information Systems Work Order

User Info

Department or Company \_\_\_\_\_

**Name** of person submitting work order \_\_\_\_\_

Date \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Ext. \_\_\_\_\_

Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will use the data and for what purpose?

\_\_\_\_\_

\_\_\_\_\_

Deadline Date \_\_\_\_\_ Code \_\_\_ L=Law, A=Agreement, C=Convenience

Billing Name & Company \_\_\_\_\_

Billing Address, City, St., Zip \_\_\_\_\_

### Release Info

**Released By Signature** \_\_\_\_\_

Released By Department \_\_\_\_\_

### Information Systems Info

### Output and Charge Info

Date Received _____	Date Started _____
Time Received _____	Date Completed _____
Received By _____	<b>Total Amount Due</b> _____
Job Code _____	Programming/Data Entry _____
Rejected? ___ Yes ___ No	Information/Printout _____
_____	Supplies (tapes,disks,mail) _____
_____	Discount or Surcharge _____
_____	Date Paid _____
Time Estimate Total _____ hours	Time Actual Total _____ hours
Work Order Assigned to:	Data Entry _____ hours
Data Entry _____	Operator _____ hours
Operator _____	Programmers _____ hours
Programmer _____	<b>Output Received</b>
<b>IS Authorization</b>	By _____
_____	Date _____