



# SCHOOL DISTRICT NO. 87 (Stikine)

## Housing Work Requisition

Phone: 250-771-4440      Fax: 250-771-4441

House Number: \_\_\_\_\_

Tenant: \_\_\_\_\_

The Secretary Treasurer and/or Superintendent will review the request and either approve or deny. All requisitions, whether approved or denied, shall be forwarded to the tenant as well as the Maintenance Department. Denied requisitions will also be accompanied by an explanation.

Description Of Work Requested <i>One Item Only</i>

Summary of Work Carried Out <i>(Maintenance Use Only)</i>

Requested by: \_\_\_\_\_  
Signature

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

Date Work Completed: \_\_\_\_\_

Total Man-Hours: \_\_\_\_\_

Signature: \_\_\_\_\_

### Office Use Only

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**NOTE:** Email your request to the Secretary Treasurer [alanna.cameron@sd87.bc.ca](mailto:alanna.cameron@sd87.bc.ca)  
 Cc: Superintendent of Schools [tracey.macmillan@sd87.bc.ca](mailto:tracey.macmillan@sd87.bc.ca)