



SCHOOL DISTRICT NO. 87 (Stikine)

Schools Work Requisition

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

School: _____

Location within school: _____

The Secretary Treasurer and/or Superintendent will review the request and either approve or deny. All requisitions, whether approved or denied, shall be returned to the school Secretary as well as the Maintenance Department.

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

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

Requested by: _____
Signature

Date: _____

Principal: _____

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
 Cc: Superintendent of Schools tracey.macmillan@sd87.bc.ca*

October 1, 2020