

## INTERDIVISION WORK ORDER

UNLESS EXPLICITLY AGREED OTHERWISE; THE WORKING DIVISION WILL TAKE REASONABLE CARE TO AVOID CHARGES IN EXCESS OF THE AMOUNT AUTHORIZED, AND WILL INFORM THE ISSUING OFFICER IF THE WORK CANNOT BE COMPLETED WITHIN THAT AMOUNT. FOR CHANGE ORDERS (REVISIONS TO WORK ORDER). COMPLETE ALL BOXES.

**DEBIT (EXPENSE)**

BUREAU <i>(xx)</i> 57	FCFY* <i>(xx)</i>	PROJECT-TASK <i>(xxxxxxxx-xxx)</i>	ORGANIZATION <i>(xx-xx-xxxx-xx-xx-xx-xx)</i>	OBJECT CLASS <i>(xx-xx-xx-xx)</i>
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REQUISITION NUMBER	WORK ORDER NUMBER	CHANGE NUMBER	DATE	DATE NEEDED
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AUTHORIZED CHARGES \$	CHANGE IN AUTHORIZED CHARGES OLD AMOUNT	+ OR -	NEW AMOUNT
OR <input type="checkbox"/> ESTIMATE REQUESTED			

TO	FROM	AUTHORIZED BY (NAME AND SIGNATURE)
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**CREDIT (INCOME)**

BUREAU <i>(xx)</i> 57	FCFY* <i>(xx)</i>	PROJECT-TASK <i>(xxxxxxxx-xxx)</i>	ORGANIZATION <i>(xx-xx-xxxx-xx-xx-xx-xx)</i>	OBJECT CLASS <i>(xx-xx-xx-xx)</i>
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REQUISITION NUMBER	AUTHORIZED BY (NAME AND SIGNATURE)
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FOR INFORMATION, CONTACT NAME	TELEPHONE EXTENSION	BUILDING	ROOM
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**SPECIFICATIONS**