

**VAFM/E GIS Office
 Work Order Request
 VA TECH CMI Cultural Resources Building
 Building 200; West 10th Street; Pickett Park
 Blackstone, VA 23824
 (434) 292-4584**

Date/Time:	Customer ID:
Phone Number:	Person Requesting:
Department Head/Official Authorizing Request:	
Print Name:	Signature:
Description of Work: (Note: This form does not cover special projects longer than 90 days.)	

Please provide a full description of work requested. Attach any examples to this work order. Failure to provide a proper description of work requested will result in a return of this work order for further clarification. (Submit this completed form to VAFME/E GIS Program Manager, Building 200, or email as an attachment to mdaniel@vt.edu)

Official Use Only				
Priority	Emergency (1 day)	Urgent (w/in 5 days)	Moderate (w/in 60 days)	Time Permits (w/in 90 days)

Work Authorized by:	
Date:	

Work Order Status:	Estimated Complete Date:	Materials Required/Notes:
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