Technical Instruction / Cost Recovery Document

admin57b.xlsx
Std Format

Name		**School / Dept**			**ID # | Job #**		-
Student #		**Crs / Lab / Div**	Grp		**Accnt Owner**		
Tel / Mob #		**Parent Job #** *(If Applicable)*	-		**Sign & Date**		
Email					**Sheet**	of	

ITEE Accnt Details	**Op Unit**	**Site**	**Fund Code**	**Function**	**Account**	**Project ID**	**Free Form Tag or RISQ#**

#	**Work Requested By Client -** *Please Print Clearly*
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	
12	

ACCOUNT OWNER MUST SIGN BEFORE JOB IS PROCESSED - REFER TO ADMIN PROCEDURE 007

QTY	MATERIALS / TOOLS AND QUANTITY USED	EEL Part#	Order Ref #	$ EELREC	$ MWSREC
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$

Start Date	Finish Date	Tech	Total Hrs

SHEET 01 TOTAL	$	$
SHEET 02 TOTAL	$	$
SHEET 03 TOTAL	$	$
GRAND TOTAL (Materials)	**$**	**$**

Database Entry Date	File(s) Archived	
	☐	

Issued By (Initials)	Taken By (Initials)	ETS Mngr