

- Fremont-Mills School District
- East Mills School District
- Glenwood School District
- Lewis Central School District
- Shenandoah School District
- Treynor School District

FOR: MILLS COUNTY ROADS DEPT.

Service Request & Work Order
FAX # (712) 527-5124

1. Source of Information (to be completed by school district):

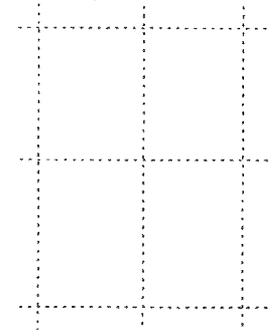
Name: _____
 Organization: _____
 Mailing Address: _____
 City, State, Zip: _____

Best time to call: _____
 Contact Person Phone: _____
 Fax #: _____

2. Location (provide as much information as possible)

Road ID: _____
 Route ID: _____
 Bridge ID: _____
 Twp-Rng-Sec: T _____ N - R _____ W - S _____
 Civil Township: _____
 Detailed Description: _____

4. Sketch or Map:



3. Description of Work Requested By:

- Superintendent
- Transportation Director
- School Bus Driver

Date FAX Sent: / /

A. MILLS COUNTY ROADS DEPT. (to be completed by Roads Dept.):

B. WORK ASSIGNMENT & INSTRUCTIONS:

Priority: _____ Completed By: _____

Assigned To: _____

Type of Work Requested:

- Blade Rock
- Request Rock
- Ditching
- Bridge Repair
- Mowing
- Sign Work
- Brush Cutting
- Patching Holes
- Trash Removal
-

C. Work Completion Record (to be filled-in by Foreman in-charge at end of job):

Date Started: / /	Crew ID & Size: _____	Sign Man: <i>use only</i>
Date Done: / /	Crew Time: HRS/ Days	Truck Miles @ =
Work Code: _____	Work Done: --	HRS Labor @ =
Per Time Sheet	Quantity Units	Sign Cost @ =
		Post Cost @ =
		Total Cost =

Person From School District: _____

Purchase Order #: _____

Authorized Signature: _____