



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**

Physical Plant  
Facilities Management Service Center  
Tel (657) 278-3494 • Fax (657) 278-1298  
E-mail: wcc2@fullerton.edu

<i>Physical Plant Use Only</i>
<b>WORK ORDER #:</b> _____

## SERVICE REQUEST

1. Department	2. Name & Location of Requestor	3. Phone Number	4. Today's Date
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5. <b>Required Fields</b>	Account (6 digits)	Fund (5 digits)	Dept ID (5 digits)	Program (4 digits)  Optional	Class (5 digits)  Optional	Grant/Project (8 digits)  Optional
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6. Location of Work (Building & Room)	7. Signature of Department Chairperson
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8. Description of Work (Attach Sketch if required). If applicable, list scheduling restrictions/room availability.

9. Authorizing Signature for transfer of funds	10. Date	11. Authorized Amount
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*Please submit completed form via fax to (657) 278-1298 or deliver to T-100*