



# INTERNAL WORK ORDER

\*\*\* Fill in the information on this form by double clicking on gray box. \*\*\*

Requestor's Name / Department:		Date:                      Time:                      AM PM <small>(circle one)</small>	
Please <input type="checkbox"/> Prepare <input type="checkbox"/> Review for Legal Sufficiency <input type="checkbox"/> Provide <input type="checkbox"/> Order <input type="checkbox"/> Other			
<input type="checkbox"/> Contract/Agreement <input type="checkbox"/> Original <input type="checkbox"/> Amendment <input type="checkbox"/> Piggyback		<input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Legal Opinion <input type="checkbox"/> Letter/Memo <input type="checkbox"/> Public Records Request	
<input type="checkbox"/> Easement / Unity of Title <input type="checkbox"/> General Release &/or Hold Harmless Agreement <input type="checkbox"/> Release of Lien <input type="checkbox"/> Other: _____			
Request	<i>Check Level of Service</i>	<i>Description of Task/Request/Problem/Agenda Title</i>	
	<input type="checkbox"/> Regular (5-7 Days)		
	<input type="checkbox"/> Rush (2-4 hours) <i>(Commission or City Manager Request only)</i>		
	<input type="checkbox"/> Priority (1 day) <i>((Commission or City Manager Request only))</i>		
	<input type="checkbox"/> No Deadline		
<input type="checkbox"/> Commission Meeting			
CHECKLIST	Attach the following, if applicable:		ADMINISTRATIVE USE ONLY
	<input type="checkbox"/> Supporting documents, i.e., Previous Contract, background information, etc. <input type="checkbox"/> Original contract, agreement or memo <input type="checkbox"/> RFP or RFQ, original contract if "piggy backing", corporate documents, contractor's contact information <input type="checkbox"/> Copy of proposed/sample Resolution or Ordinance (forward copy of legislation in Word format) <input type="checkbox"/> _____		
Date Logged: ___/___/___    Log Number: _____    Assigned to: _____    Initials: _____		Date Completed: ___/___/___    (Time: _____ am/pm)    Initials: _____	
Comments: _____		_____	
_____		_____	
_____		_____	
Date picked up by Requestor: ___/___/___    (Time: _____ am/pm)    Initials: _____			