



# SCHOOL DISTRICT NO. 87 (Stikine)

## Schools Work Requisition

Phone: 250-771-4440      Fax: 250-771-4441

School: \_\_\_\_\_

Location within school: \_\_\_\_\_

The Secretary Treasurer will review the request and either approve or deny. All requisitions, whether approved or denied, shall be returned to the school Secretary as well as the Maintenance Department.

Description Of Work Requested <i>One Item Only</i>

Summary of Work Carried Out <i>(Maintenance Use Only)</i>

Requested by: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Principal: \_\_\_\_\_

Date Work Completed: \_\_\_\_\_

Total Man-Hours: \_\_\_\_\_

Signature: \_\_\_\_\_

Office Use Only

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ ACCOUNT CODE: \_\_\_\_\_

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Received: \_\_\_\_\_

*NOTE: Email your request to the Secretary Treasurer [alanna.cameron@sd87.bc.ca](mailto:alanna.cameron@sd87.bc.ca)  
 Cc: Manager of Operations [joe.waite@sd87.bc.ca](mailto:joe.waite@sd87.bc.ca)*

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