

KISD WINDSTREAM TELEPHONE BUSINESS SYSTEMS WORK REQUESTS:

ATTENTION: DeeDee Sheridan

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WINDSTREAM: LISA WACKER, WINDSTREAM

WORK ORDER #: _____

CAMPUS/SECRETARY REQUESTING WORK: _____

CAMPUS ADDRESS AND SECRETARY CONTACT PHONE #: _____

PRINCIPAL/DIRECTOR APPROVAL: _____

DATE OF REQUEST: _____

DESCRIPTION OF WORK REQUESTED: (IN DETAIL, PLEASE)

****SIGNATURE OF WINDSTREAM EMPLOYEE - COMPLETED WORK:** _____

APPROXIMATE COST OF WORK: \$100.00

BUDGET CODE (S) TO CHARGE: _____

COMPLETED BY BUSINESS OFFICE:

BUDGET CODE TO CREDIT: 199-41-6399.00-749-0-99

ACTUAL COST OF WORK: _____

STATEMENT DATED: _____

APPROVED BY: _____

DATE: _____