

# Technical Instruction / Cost Recovery Document

admin57c.xlsx

Std Format

Name				School / Dept			ID #   Job #			-
Student #				Crs / Lab / Div	Grp		Accnt Owner			
Tel / Mob #				Parent Job # (If Applicable)	-		Sign & Date			
Email							Sheet	of		
ITEE Acct Details	Op Unit	Site	Fund Code	Function	Account	Project ID	Free Form Tag or RISQ#			

#	Work Requested By Client - Please Print Clearly
01	
02	
03	
04	
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11	
12	

**ACCOUNT OWNER MUST SIGN BEFORE JOB IS PROCESSED - REFER TO ADMIN PROCEDURE 007**

QTY	MATERIALS / TOOLS AND QUANTITY USED	EEL Part#	Order Ref#	\$ Ea	\$ EELREC	\$ MWSREC
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					\$	\$

Start Date	Finish Date	Tech	Total Hrs

SHEET 01 TOTAL	\$	\$
SHEET 02 TOTAL	\$	\$
SHEET 03 TOTAL	\$	\$
<b>GRAND TOTAL (Materials)</b>	<b>\$</b>	<b>\$</b>

Database Entry Date	File(s) Archived	
	<input type="checkbox"/>	

Issued By (Initials)	Taken By (Initials)	ETS Mngr