

Appendix E

Work Order

Kosciusko School District
Repair Order Form

Blue Tag # _____

Location:

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Kosciusko Lower Elementary

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Kosciusko Middle Elementary

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Kosciusko Upper Elementary

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Kosciusko Junior High School

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Kosciusko High School

☐

Special Education Office

☐

Alternative School

☐

Central Office

Vendor Name: _____

Description of item: _____

Blue Tag # of temporary replacement item if applicable: _____

Date shipped for repair: _____

Date Returned: _____

Principal Signature: _____

Teacher / Staff Signature: _____