Butler County Area Vocational-Technical School
210 Campus Lane • Butler, Pennsylvania 16001 • Phone (724) 282-0735
Fax (724) 282-7448

WORK ORDER REQUEST

Butler County AVTS is an educational institution not in competition with local business and industry.

Requestor's Information:

Name: _____ Date: _____

Home Phone: _____ Work Phone: _____

Street Address/P.O. Box: _____

City: _____ State: _____ Zip: _____

WORK SCHEDULED IN THE PROGRAMS MUST MEET THE INSTRUCTIONAL OBJECTIVES OF THE INSTRUCTOR.

Requested Program Area: _____

Description of Requested Service: _____

_____

_____

Complete for Automotive/Collision Repair:

Vehicle Make: _____ Model: _____ VIN#: _____

Year: _____ Mileage: _____

License Plate #: _____ State: _____

I hereby authorize the Butler County Area Vocational-Technical School to perform the above job or service, and agree to pay for and provide all materials and service charges necessary to complete said work. I fully understand that no warranties, expressed or implied, are made on the above described work and that no one has been authorized to make any warranties, and that the amount of time necessary for the completion of the said work cannot be guaranteed. I further release Butler County Area Vocational-Technical School and its Board Members, Administration and Faculty personnel and students from any and all liability for property damage or injury arising from the performance of said work.

Requestor Agreement Signature: _____ Date: _____

Vo-Tech Instructor Accepting Request: _____ Date: _____

Expected Start Date: _____ Expected Completion Date: _____

Vo-Tech Administrative Approval: _____ Date: _____

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WORK ORDER REQUEST CONTINUED…

Note: The following work order invoice must be completed with this work order request for any additional charges or costs associated with work completed at the Butler County Area Vocational-Technical School. Costs associated with this work are to be paid on completion to the school Business Office. Outstanding financial obligations to Butler County AVTS will be submitted to the proper authorities for collection. Contributions to the program to help cover utility costs, maintenance of tools and equipment or for services received may be made in the school Business Office.

Itemized Charges	Amount
Sub Total:	
Sales Tax:	
Grand Total:	

Work Order Item Notation by Instructor (Examples: Condition/Markings/Defects/Etc.):

An Equal Opportunity, Affirmative Action Employer
www.butlertec.us