

DEPARTMENT OF CHEMICAL ENGINEERING AND APPLIED CHEMISTRY

TECHNICAL SERVICES JOB REQUEST FORM

|               |                |                       |                 |
|---------------|----------------|-----------------------|-----------------|
| <b>Date:</b>  |                | <b>Work order #:</b>  |                 |
| <b>Name:</b>  |                | <b>Supervisor:</b>    |                 |
| <b>Room:</b>  | <b>Phone:</b>  | <b>Authorization:</b> |                 |
| <b>Email:</b> |                |                       |                 |
| <b>CF #:</b>  | <b>FUND #:</b> | <b>CC #:</b>          | <b>ORDER #:</b> |

WORK CAN ONLY PROCEED WITH THE APPROPRIATION NUMBERS AND  
AUTHORIZED SIGNATURES

| <b>JOB DESCRIPTION</b>   |  |
|--|--|
| Estimate Required: Yes    No   |  |
| <p>Estimate If Requested:</p> <p>Time: _____ hrs</p> <p>Cost: \$ _____</p> <p>Time of Completion:</p> <p>Initials of Authorizer to Proceed with Job:</p> |  |

## Procedure:

- No job will be done prior to an Authorized Job Request Form being submitted outlining the nature of the problem.
- Complete the form online, or print it and complete the form.
  - If requested, an estimate of the time and cost to do the job or an estimate of time to complete the job can be supplied. If an estimate is required, check off 'estimate required' at the bottom of the form.
  - Please note that while we will do our best to supply an accurate estimate, when dealing with computers, hidden issues can arise. Should we discover that the job will require more time, the job requester will be notified and requested to authorize the additional charges and continuation of the job.
  - No verbal quotes will be given.
  - No estimates will be given or other jobs done while on site to do another job.
  - Technical Services staff must be given time to review the job fully prior to giving an estimate. Once a Job Request Form is submitted, it will be put in the job queue and done in order of submission.
- If you do not have signing authority, take or email the completed form to your supervisor or person from group with signing authority. Your supervisor or authorized designate should review the job request, fill in the account information to where the job will be billed to and sign the form for you.
- Drop the printed form off to the Network/IT office in WB260. If no one is there, slip the form under the door.
- If the form is completed online and emailed to the supervisor or authorized designate, the supervisor can authorize the job by emailing the form directly to the Technical Services office ([matt.tobin@utoronto.ca](mailto:matt.tobin@utoronto.ca)) with a statement in the email that the work has been authorized.
- The form will then be added to the job queue and completed in order of receipt.
- Someone from the Network/IT office will contact you with any questions they may have about the job and to schedule a time with you to do the job if needed.
- Please note that all jobs will be done on a first come/first serve basis unless the job is deemed to be an 'Emergency' by the Network/IT office.