

Fabrication Shop Work Request

Part _____ Project _____
Deadline _____ 3D print prototype
Student _____ E-mail _____

School of Computing and Engineering

Urgency relative to other projects from your group low high

MoCode to charge for tools, materials, etc. _____

Advisor _____ Advisor's Signature _____
Date signed: _____

Instructions:

Please fill out all form fields. **Incomplete work orders will not be processed.** Save form (do not print to PDF) and email to advisor for digital signature. **All above fields will lock upon signing.** Email signed PDF with drawings and publications to Fabrication for processing.

Request will be reviewed by Fabrication who will contact student/advisor for consultation on project. Production drawings and bill of materials will be made by Fabrication and submitted to student/advisor for final approval. No production will begin or materials purchased without MoCode and advisor's signature.

For use by Fabrication Shop:

- Work order processed
- Initial drawings received
- Advisor signature
- Work order assigned
- Consultation
- Production drawings approved
- BoM approved
- MoCode received
- Parts / material ordered
- Parts / material received
- Production completed

Fast tracked by _____