



COUNTY OF GLENN

COUNTY SERVICES

Willows Memorial Hall
525 West Sycamore Street, Suite B1
Willows, CA 95988

PHONE 530-934-6545 -- FAX 530.934.6419
<https://www.countyofglenn.net/>

DI AULABAUGH
General Services Director / Clerk of the
Board of Supervisors

	SERVICE REQUEST ORDER
	PROJECT REQUEST ORDER

DATE:	
TIME:	
REQUESTING DEPARTMENT:	
REQUESTOR'S PHONE #:	
REQUESTOR'S E-MAIL:	

LOCATION & DESCRIPTION OF SERVICE/PROJECT REQUESTED (include timing deadline if applicable):

Availability of Funds Certified by: _____
(Authorized Signature of Requesting Department)

Budget Organizational Key Code for Billing: _____

Project Estimate Approved by: _____
(Authorized Signature of Requesting Department)

_____ **BELOW TO BE COMPLETED BY FACILITIES STAFF ONLY** _____

ENTERED INTO CAMS BY: _____ DATE: _____ CAMS #: _____

ACTION TAKEN:

BY: _____ DATE: _____ TIME: _____