From: ...............................................................  To: ESTATES OFFICER

Ref: ...............................................................  * via P/

Tel: ...............................................................  CITO ( ) (for ITC'S)

Fax ...............................................................  PI (for Skills Centres)

Date ...............................................................  

SECTION WORK REQUESTED

A  JUSTIFICATION (Please attach reports, sketches etc.)

Signature ...............................................................  Enquiries should be directed to: -

Post ...............................................................  Tel. ............................................................... 

From P/ /CITO( )/PI*  From P/ /CITO( )/PI*

To ...............................................................  To Estates Officer

The above request is not supported.  The request is supported. Please proceed.

Signed ...............................................................  Signed ............................................................... 

Date ...............................................................  Date ............................................................... 

B  

<table>
<thead>
<tr>
<th>WO/CC/NO.</th>
<th>DATE</th>
<th>ESTIMATE</th>
<th>Remarks</th>
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BUILDERS WORK

B/SERVICES WORK

TOTAL ESTIMATE

C  CONTRACT NO.  VTC FILE REF

<table>
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<tr>
<th>Account Code</th>
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<td>Fund</td>
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D  

To SCW/SBSI/CW/BSI/BS/ACW/ABSI

Please estimate/issue WO/CC for the above work

Signed ...............................................................  The above work was completed on

Date ...............................................................  

Signed ...............................................................  CW/BSI/BS/ACW/ABSI

Date ...............................................................  

Final Cost $ ..............

Notes:
1. Requesting officer to complete Section A and forward three copies to P or appropriate CITO/PI.
2. P, CITO or PI to complete Section B and if approved, forward two copies to Estates Officer for action.

*Delete as appropriate