BCAC Park Bench Project 2017

WORK ORDER

Quality of Life in Berryessa

TO/SHIPPING ADDDRESS

Ty Greaves, Coordinator
Berryessa Citizens Advisory Council (BCAC)
14896 Penitencia Creek Road
San Jose, CA, 95132
408-497-9261
tgreaves@sbcglobal.net

PARK BENCH SPONSOR

The following number must appear on all related correspondence, shipping papers, and invoices:

WORK ORDER NUMBER

WORK ORDER DATE	REQUESTED SITE	SITE VERIFICATION	INVOICE # FOR BILL	TERMS
[Date]				Payment in full at order

MFG/MODEL #	DESCRIPTION	UNIT COST	QTY	AMOUNT
			SUBTOTAL	
			SALES TAX	N/A
			SHIPPING	
			INSTALLATION	
			TOTAL	

Check Number _____

PLAQUE WORDING (CASE SENSITIVE WITH PUNCTUATION)

_____

_____

_____

COPIES OF WORK ORDER

- Sponsor: ☐
- BCAC Coordinator ☐
- BCAC Treasurer ☐

Ship Date (est)
Receipt Date (est)
Installation Date (est)

Ship Date (actual)
Receipt Date (actual)
Installation Date (actual)

_____

Sponsor authorization Date

_____

BCAC Coordinator Order Acceptance Date

_____

Sponsor Final Acceptance Date

Sponsor Considerations: Dedication Ceremony

Work Order _____ Transaction Journal				
Date	Entry	Amount	Balance	Comment