



Department of Treasury and Administration
Pohnpei State Government

JOB ORDER

Part I- REQUEST

FROM _____

TO _____

An estimate of cost is required for the following (Describe-attach drawing if necessary):

(ACCOUNT TO BE CHARGED)

(SIGNATURE OF REQUESTER)

(DATE)

PART II- ESTIMATE

Estimate cost of above work \$ _____ BY _____
(SIGNATURE OF PERFORMING VENDOR AND DATE)

PART III- ACCEPTANCE

THE ABOVE ESTIMATE IS ACCEPTABLE AND IT IS REQUESTED THAT THE WORK BE PERFORMED UPON CERTIFICATION OF FUND AVAILABLE.

(SIGNATURE OF REQUESTER)

(DATE)

PART IV- FUND CERTIFICATION

Certified funds available. ACCOUNT NUMBER _____ AMOUNT \$ _____

(SIGNATURE BY FINANCE)

(DATE)

PART V- COMPLETION NOTICE

Work Completed-final cost are:

LABOR	\$ _____
MATERIAL	_____
OTHER	_____
LABOR SURCHARGE	_____
TOTAL	_____

Payment Requirements

a.) Partial Payments	Progress report of inspection
b.) Full Payments	Full inspection report and acknowledgement of performance by the owner (department)

(SIGNATURE OF VENDOR AND DATE)

PART VI-ADDITIONAL COMMENTS

- a) FINAL PAYMENT—(ORIGINAL JOB ORDER, PART V SIGNED BY PERFORMER)
- b) SCHEDULE OF PAYMENT BY PROGRESS REPORTS OR AS STATED ABOVE IN THE PAYMENT REQUIREMENT SECTION