



NAVAJO DIVISION OF SOCIAL SERVICES
Executive Administration Section

WORK ORDER

Please complete this Work Order form when requesting for assistance from the Programs & Projects Specialists, Administrative Assistant and Office Assistant with assignments. This will be helpful as a tracking system.

Requested By: _____ Date of Request: _____

Number of staff needed: _____

Description of Assignment: _____

(Please use reverse side of form if additional space is needed)

Date Expected for Completion: _____ Approved by: _____

Laura Mike, Program Manager I

Assigned To: Programs & Projects Specialist: _____

Administrative Assistant: _____

Office Assistant: _____

Description of completed assignment: _____

Date of completion

Submitted by:

Print Name

Title

Signature

As the requester, I hereby acknowledge the assignment is complete and in accordance to the standards that were established herein.

Requestor's Signature: _____

Date: _____