



BROWN

# J.E.P.I.S. WORK ORDER FORM

## (Joint Engineering & Physics Instrument Shop)

### BROWN UNIVERSITY

J.E.P.I.S. Work Order No: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_  
 Date needed: \_\_\_\_\_

**Please fill in shaded areas only**

Description of work needed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Driver WorkTag (Dept): \_\_\_\_\_ **Optional Worktags include PRG, Assignee, LOC**  
 Work/Job/Requisition No: \_\_\_\_\_ Optional Worktag1: \_\_\_\_\_  
*Please provide an additional Worktag# for materials costs, if CC13870, PRG107 is used for labor charge*  
 Materials WorkTag: \_\_\_\_\_ Optional Worktag2: \_\_\_\_\_  
 Requested By: \_\_\_\_\_ Department: \_\_\_\_\_  
 Advisor/Manager: \_\_\_\_\_ Approved By: \_\_\_\_\_  
 E Mail Address: \_\_\_\_\_ Telephone Ext.: \_\_\_\_\_

Description of Machining Process and Materials Used	Material cost	by	Date	Conv Hrs	CNC Hrs
<b>Subtotals</b>					

Materials Used: (C.O.M., JEPIS Stock, Outside Vendor)see attached for materials purchased from outside vendors **Hrs**  
 Vendor Packing Slip No: \_\_\_\_\_ **TOTALS** **\$**

Completion Date: \_\_\_\_\_