

*SAMPLE*

WORK ORDER COST REPORT

WO Number: WO200297 Description: UC AHU#12 MOTOR BAD  
 Type: BILLABLE Site: 00730 Req Type: Service  
 Status: COMPLETE Building: 0565 Req Number: WO200297  
 Priority: 3 Floor: 02 Requestor: GARCIA, BEVERLY  
 Method: Room: 234 Telephone: 832/842-6157  
 Crew: HVAC Schedule Date: 29 SEP 2012 Mail Code: H3029  
 Craft: HVAC-MECH Due Date: 29 OCT 2012 Department: H0227  
 Est Hours: 8 Modify Date: 04 OCT 2012 CP Number:  
 Assigned To: 0130886 BENAVIDEZ, EMILIO Equipment:  
 Nomenclature:

**Account** *Billing Cost Center* Percent  
 00730-LOCAL-3050-H0227-I0321 100

**Task List** - *Description in Self-Service*  
 AHU#12 30 HP MOTOR ELECTRICALLY SHORTED. MOTOR NEEDS TO BE REPLACE.  
 10-2-2012 INSTALL NEW MOTOR JOB COMPLETE.

**Labor**

Employee	Name	Crew	Work Date	Pay Code	Hours	Rate	Amount
0130886	BENAVIDEZ, EMILIO	HVAC	01 OCT 2012	REGULAR	7	32.91	230.37
0130886	BENAVIDEZ, EMILIO	HVAC	02 OCT 2012	REGULAR	1	32.91	32.91
0903393	LIVINGSTON, WILLIAM	HVAC	01 OCT 2012	REGULAR	7	32.91	230.37
Total -							493.65

**Material**

Part Number	Description	Um	Quantity	Amount
NONSTOCK	FABRICATE SHAFT 1-7/16X84" LONG	EA	1	335.00
NONSTOCK	BALDOR MOTOR 30 HP	EA	1	2,169.00
Total -				2,504.00

**Invoice** *P-card purchases or contracts*

PO Number	Release No	Line No	Vendor	Description	Invoice Amount
PO000068		1		LANSLOWNE-MOODY KZ5 SEAL & BOLT	
	Invoice Voucher No	Invoice No	Vendor		Invoice Amount
	VOU000924	NOV 2013 NS	(P-CARD ONLY) VENDORS NOT		27.83
Total -					27.83

**Committed Costs**

Preq/PO Number	Rel No	Line No	Vendor	I/S	Description	Amount
Total -						0.00

**Miscellaneous Costs**

Enter Date	Cost Type	Description	Rate	Qty	Amount
Total -					0.00

**Equipment Renta**

Trans. Date	Employee	Equipment	Hours	Rental Rate	Miles	Fuel Charge	Amount
Total -							0.00
Grand Total -							3,025.48

*Event Rentals  
 Solid Waste/Recycling  
 Disposal fees  
 Keys*