Machine Shop Work Request Form
Place in Steve’s mail box

Project Name _________________________
Deadline ___/___/___
Student name _________________________         Contact info (email/cell)_____________________

Urgency relative to other projects from the group ________________________________

MoCode to charge for tools, materials, etc.________________________________________

Advisor _________________________            Advisor’s Signature_________________________

Steve will check the following for completeness. Projects are not considered
submitted until all items are checked and the machinist signs this sheet.

Filled out by Steve

○ Adequate Sketches/Drawings
○ Estimated cost of tools, materials, etc. $________
○ Materials
○ Anticipated completion date ___/___/___
○ Date submitted ___/___/___
○ Copy of this form left in the student’s mailbox

_____________________________________
Steve Siegel