

CITY OF EUREKA

Category: PUBLIC SERVICES

POLICIES & PROCEDURES

Subject: WORK REQUEST AND/OR
PERSONAL SERVICES REQUEST

Date Adopted: August 1, 1972

File Number
6.02

POLICY OBJECTIVE

To provide a uniform request system and form for interdepartmental scheduling of work or services to be performed in order to more effectively plan and carry out various City programs.

ASSIGNED RESPONSIBILITY

City Manager, Department Heads, and Supervisors.

APPLICABILITY

To all departments requesting work or services to be performed by another department or division.

PROCEDURES

- A. Obtain a work request and or personal services request form.
- B. Requesting department fill in and adequately describe the work or service to be performed.
- C. Signature of requesting Department Head is required to denote his approval of the request.
- D. Forward white and yellow copies to the Department Head who would be responsible for the work or service requested.
- E. Lower portion of form to be filled out by Department Head who will approve or disapprove.
 1. If disapproved, return yellow copy to requesting department.
 2. If approved, note date when work or services shall commence and estimated time of completion.
 3. Return yellow copy to requesting department.

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