



P.O. Box 510 • 50 North Mundo Drive • Dulce, New Mexico 87528 • (575)759-2210

## SERVICE ORDER REQUEST FOR NATION DEPARTMENTS ONLY

1. Please fill out form and take to Maintenance Department for prior approval. Must be signed by Maintenance Director before work can be done.
2. All materials for project must be provided before project is scheduled for completion. If Jicarilla Apache Nation Power Authority provides the material for the job, the department will be billed for all material once the job is complete.
3. Electricians will **ONLY** do work that is listed on this service request. No additional work will be allowed while work is in progress. If additional work is needed another service order will have to be submitted.

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Location Of Request: \_\_\_\_\_

JANPA Account #: \_\_\_\_\_

Please explain in detail what you need done:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BY SUBMITTING THIS SERVICE REQUEST, I DO UNDERSTAND THAT MY REQUEST WILL BE ADDRESSED IN THE ORDER IT WAS RECEIVED, AND I DO AGREE TO THE ABOVE CONDITIONS.**

\_\_\_\_\_  
SIGNATURE OF DEPARTMENT DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MAINTENANCE DIRECTOR

\_\_\_\_\_  
DATE

**OFFICE USE:** REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_