



AMERICAN SAMOA
COMMUNITY COLLEGE

Job Order #

JOB ORDER FORM

Request by	Date Requested:
Approved by Signature of Dean or Director	Date Approved
Job Request	
APPROVAL	
PFM Director	VP of Administration and Finance
Signature and Date	Signature and Date
FACILITIES and MAINTENANCE USE ONLY	
Employee Assign to the job order	
Name:	
Job Started on: (date)	
Job Ended on: (date)	
Inspected by:	COMMENTS:
Supervisor Designee	
Inspected by Originator:	
Signature and Date	