

**MINOR CONSTRUCTION PROJECT  
COMPLETE SHEET**

Org./Project Number \_\_\_\_\_

**TOTALS**

Credit Journal Voucher # **J** \_\_\_\_\_ \$ \_\_\_\_\_  
Credit Journal Voucher # **J** \_\_\_\_\_ \$ \_\_\_\_\_  
(additional funds)

\$ \_\_\_\_\_  
Beginning Balance

Hours worked      Reg. \_\_\_\_\_ X \$16.21 = \$ \_\_\_\_\_  
                         OT      \_\_\_\_\_ X \$24.32 = \$ \_\_\_\_\_

\$ \_\_\_\_\_  
labor expense

Purchase Order numbers

\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_  
purchase orders

Materials used - "out of stock"

Cost \$ \_\_\_\_\_

Description \_\_\_\_\_  
\_\_\_\_\_

\$ \_\_\_\_\_  
"out of stock"

List Procard(s) used

Cost \$ \_\_\_\_\_

Submit a copy of the receipt as well as the following information:

Procard owner's initials: \_\_\_\_\_ Procard owner's initials: \_\_\_\_\_  
Last 8 digits of procard: \_\_\_\_\_ Last 8 digits of procard: \_\_\_\_\_

\$ \_\_\_\_\_  
procard

\$ \_\_\_\_\_  
End Balance

Check zone(s) involved:

Maintenance Services \_\_\_\_\_ HVAC Zone \_\_\_\_\_  
North Zone \_\_\_\_\_ South Zone \_\_\_\_\_

Project Manager's Signature: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Accounting use only:

Journal Voucher #s

**J** \_\_\_\_\_ chgback, labor & out of stock

**J** \_\_\_\_\_ chgback procard

**J** \_\_\_\_\_ return of unused funds