

Did you put the following on your drawings?

1. Name & telephone numbers
2. Material desired for each part
3. Hardness desired if heat-treating is required

ENGINEERING SERVICE
102 ENGINEERING SERVICES BUILDING
Phone: (814) 865-4963 Fax: (814) 865-0056

PROJECT/WORK REQUEST FORM

Date: _____ Work Order # (internal use) _____

Requester's Name: _____

E-mail Address: _____ Phone: _____

Advisor: _____

E-mail Address: _____ Phone: _____

Department Name: _____

LEO ACCOUNT REQUIRED: (must have LEO account before work can be started)

Instructions if you need to set up a LEO account:

Please go to leocores.psu.edu and click on *Register/Modify*. There are two steps to registration: 1) Create a user profile, and 2) Add a billing account. A LEO billing account will be a SIMBA cost collector in the form of a cost center (10-digit number), an Internal Order (IO) number, or a WBS Element (both a 12-digit number). Questions or issues with LEO Registration can be sent to the LEO Helpdesk at leohelp@psu.edu.

SIMBA- IO (Internal Order) #: _____

SIMBA- CC (Cost Center) #: _____

SIMBA- WBS (ARL USE ONLY) #: _____

Title of Work/Project: _____

_____ (x) Materials Provided OR _____ (x) Engineering Shop Services will purchase

Description (Attach additional information and drawings if applicable):

Instructions: Fill out the above information and submit to Engineering Services. By giving the College of Engineering your LEO account information, you agree to pay all charges.