



Dave Sponaugle Courier  
330-505-2800, Ext. 160

**COURIER  
WORK ORDER FORM**  
Trumbull County Educational Service Center

Date: \_\_\_\_\_  
Person Requesting Work: \_\_\_\_\_  
Date Needed: \_\_\_\_\_

Description of Work Requested:

NOTE: This form is to be used for all non-routine requests for courier service. Routine duties of the courier are delivery of film bags and inter-school mail. All other requests need prior approval. Please submit your request well ahead of the needed courier service. Forward all requests to the Assistant Superintendent for approval.

**FOR ASSIST. SUPERINTENDENT USE ONLY:**

Approved: \_\_\_\_\_

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

**FOR COURIER USE ONLY:**

Received: \_\_\_\_\_ Completed: \_\_\_\_\_

Initials: \_\_\_\_\_