facilio

Job Order

Authorise a piece of work against a budget, record who approved it at each stage, and close it against actual cost.

✦ Part A — The request

1. Job order details

Job order number *e.g. JO-2026-0517*	
Date raised	
Requested by (name)	
Requesting department	
Cost centre	
Budget code or GL account	
Priority *Urgent / Normal / Low*	
Required by date	
Location or site	

2. Job description

What is being requested	
Why it is needed	
What happens if it is not done	
Deliverable or expected outcome	
Related job order, asset or project reference	
Capital or operating expenditure *Capex / Opex*	

3. Items and work requested

Line	Description	Qty	Unit	Rate	Amount
1	*Replacement door closers, heavy duty*	*12*	*each*	*34.00*	*408.00*
Subtotal					

4. Order value

Subtotal	
Tax / VAT rate (%) *e.g. 20*	
Tax / VAT	
Total requested	

5. Budget check

Annual budget for this cost centre	
Committed to date	
Available before this order	
This order	
Remaining after this order	
Budget holder confirming availability	

✦ A negative figure on the last row is not a formatting problem. It means this order cannot be approved without a budget movement.

✦ Part B — The approval chain

6. Approval chain

Stage	Name	Role	Authority limit	Decision	Signature	Date
Requester	*A. Whitfield*	*Facilities Coordinator*	—	*Raised*		*02/09/2026*
Requester						
Supervisor						
Department head						
Finance						
Final authori sation						

✦ Approve, Reject or Hold. A stage above its authority limit has to escalate rather than sign — that is what the limit column is for. An unsigned stage means the job order is not live.

7. Assignment

Assigned to *Internal team / External supplier*	
Team or supplier name	
Contact name and phone	
Purchase order raised *Yes / No — number*	
Date issued	
Accepted by	
Agreed completion date	

✦ Part C — Completion and closure

8. Completion and actual cost

Date completed	
Approved value	
Actual cost	
Variance	
Reason for variance	

9. Closure

Work completed as specified *Yes / No — detail*	
Invoice or GRN reference	
Invoice value matches actual cost *Yes / No*	
Closed by (name and role)	
Date closed	
Records filed *Certificates, warranties, drawings, O&M*	
