

Job #:

CAS
California Associate Staff



Work Order

Date: _____

Job Description: _____

Work Authorized By: _____
(CAS Officer/Committee Chair/Area Director)

Work Generated By: _____ Region: _____
(If different from "Work Authorized By")

Contact Phone # for Work Order Questions: _____

Charge Job to: CAS Committee Name _____ CAS Budget Category _____

Paper/Stock	White	Color/Pastel	Astro Bright	Card Stock	Letter	Legal	11x17	Total Cost
Qty Used								

Copying/Printing	Pages in Job	Color Copies	Black/White Copies	One-Sided	Two-sided	Total # Copies	Total Cost

Supplies	Qty #10 Envelopes	Qty 6x9 Manilla Env	Qty 9x12 Manilla Env	Qty 12x15 Manilla Env	Other (Brief Explanation)	Total Cost

Postage	United States Postal Service - USPS	FedEX	UPS	Other (Brief Explanation)	Total Cost
# of mail pieces or total cost					

Other	(Brief Explanation)	(Brief Explanation)	(Brief Explanation)	Total Cost

Balance Due _____

1. Supply a copy of Work Order to the originating office/ department for use in billing.
2. Send a copy of Work Order to CAS Treasurer. CAS Officers are listed on the CAS Website www.cas-nso.org