Submit a work request

Who fills out the form?

The Work Request form is filled out by someone who would like Engineering Technical Services to do a project for them. This may be an Account Holder, (a.k.a. the Principle Investigator (PI), Researcher, Supervisor) who controls the speed code which funds the project, or often one of the Account Holder's students on their behalf.

What happens when I fill out the form?

- A work requisition (WR) number is created for the job.
- An email summarizing the information is sent to mecesshop@ualberta.ca, alerting the staff of the proposed project.
- If there are supporting files to be included with the project, email is sent to the job requester with a link to a form onto which they attach the files.
- An email is sent to the Account Holder for approval. Note: The project will not commence until Eng-TS receives approval from the Account Holder.

What approval is needed?

Approval comes from the Account Holder. It is confirmation from them that they have seen the project, approve of it, and are prepared to fund it. Once Eng-TS has received this approval from the Account Holder, the project can begin.

What supporting files do I need?

A supporting file could be drawings of the part to be machined. They are documents which will aid the technician in the completion of the project. Once the Work Request form has been filled, if it was indicated that there were supporting files, the Job Requester will receive an email to attach the files.

What is a work requisition (WR) number?

A work requisition (WR) number is a unique number assigned to a job, generated by the Work Request form, allowing for it to be identified and tracked by Eng-TS. Engineering Technical Services kindly requests that work requests are first submitted through the Work Request form, so that they may have a number for internal organization.

Google Form to submit a work request

⚠️ You must be signed into your ualberta Google account on your browser to view this form.