



**TOWN OF HILLSDALE HIGHWAY DEPARTMENT**

155 Old Town Road, Hillsdale NY 12529

Main (518) 325-4744 Fax (518) 325-7563 Email: HillsdaleHighway@fairpoint.net

**HIGHWAY DEPARTMENT JOB REQUEST**

<b>REQUEST DATE</b>								
<b>JOB START DATE</b>					<b>JOB END DATE</b>			
<b>TOWN DEPARTMENT</b>								
<b>TOWN COMMITTEE</b>								
<b>OTHER</b>								
<b>NAME OF REQUESTER</b>								
<b>JOB DESCRIPTION</b>								
<b>REQUEST FOR USE OF TOWN PROPERTY</b>								
<b>TOWN TENT</b>		<b>TRAFFIC CONES</b>		<b>TRAFFIC BARRIERS</b>		<b>TRAFFIC SIGNAGE</b>		
<b>OTHER</b>								
<b>HIGHWAY DEPARTMENT USE ONLY</b>								
	<b>DESCRIPTION</b>			<b>ESTIMATED COST</b>	<b>APPROVAL</b>	<b>FINAL COST</b>		
<b>MATERIALS</b>								
<b>EQUIPMENT</b>								
<b>HOURS</b>								
	<b>TOTALS</b>							
<b>JOB COMPLETION DATE</b>								
<b>TOTAL FINAL COST</b>								
<b>HIGHWAY SUPERINTENDENT APPROVAL</b>								
<b>VOUCHER NUMBER</b>								

Checks are payable to the Town of Hillsdale – Highway Dept in memo line