GEORGIA DEPARTMENT OF CORRECTIONS
LIVE WORKS PROJECT REQUEST FORM

_____
STATE PRISON

_____ _____
Requestor Name / Facility or Agency Date

Requestor Phone # and Email: _____

I request the following live work to be performed in:

Upholstery _____ Woodshop _____ Diesel Shop _____ Sm. Engine Repair _____

Electronics _____ Welding _____ Automotive _____ Other: _____

Detailed description of the project: _____

_____

_____

_____

I certify that the above requested live work project is for my personal use and not intended for resale or anything other than my personal use (no personal items or contraband may be left in property or materials).

_____
Requestor Signature

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I agree to have the above work performed; all material will be paid for by me before delivery to the GDC Facility at no cost to GDC. I understand that the Georgia Department of Corrections cannot be held liable for any damage, defects, or workmanship.

_____ _____
Requestor Signature Witness Signature

_____ _____
Deputy Warden of Care & Treatment Date

Approved ( ) Disapproved ( )

♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦ **FOR FACILITY USE** ♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦

_____ _____
Receipt of Work Project Signature **Date**

Work Project Completed: _____ _____
Shop Supervisor Signature **Date**

Record Retention: Upon completion, this form shall be maintained for three (3) fiscal years.