THE UNIVERSITY OF TEXAS RIO GRANDE VALLEY

Records Management

WORK ORDER

For Office Use Only

Work Order #

Requestor

Date

Department

Phone Number

Location and Room #

Number of Boxes

Description of job (be specific):

Signature of Requestor

Date

To be signed after work is complete

Requestor

Date

Records Management Representative

Date

Brownsville Location : Luis Hernandez - (956) 882-5965 or Rodrigo Candaudap- (956) 882-5966 BASFA Armory Building Suite 1.111 or 1.112 * One West University Blvd. Brownsville Texas 78520.

Edinburg Location : Jesus Gonzalez - (956) 665-2564 or Francisco Ramirez - (956) 665-5029 or Andrew Gandy - (956) 665-2081 CESS Building Suite 104 * 1407 West Freddy Gonzalez Dr. Edinburg Texas 78539

Reviewed: March 2026