

## ON-THE-JOB TRAINING (OJT) PROGRAM TRAINEE WAREHOUSE ORDER FORM

**INSTRUCTIONS:** Trainee submit completed form to Michigan Department of Transportation, Office of Business Development, P.O. Box 30050, Lansing, MI 48909 or E-mail to [MDOT-OJT-Trainees@Michigan.gov](mailto:MDOT-OJT-Trainees@Michigan.gov). If you need assistance in completing this application, please contact us at (866) 323-1264.

**PLEASE NOTE:** Submission of this form does not guarantee all items requested. The trainee should inquire about items provided by his/her employer (contractor) per collective bargaining agreements.

|                       |                                       |       |          |  |
|-----------------------|---------------------------------------|-------|----------|--|
| TRAINEE NAME          | TRAINING PROGRAM / JOB CLASSIFICATION |       |          |  |
| ADDRESS               | CITY                                  | STATE | ZIP CODE |  |
| PHONE NO.             | E-MAIL ADDRESS                        |       |          |  |
| EMPLOYER (CONTRACTOR) |                                       |       |          |  |

**Orders will be shipped directly to the address provided by the trainee.  
MDOT reserves the right to cancel Warehouse Orders at any time.**

| STOCK / ITEM #                 | SIZE | QUANTITY |                                | PRICE                 |
|--------------------------------|------|----------|--------------------------------|-----------------------|
| 1.                             |      |          | THIS SECTION FOR MDOT USE ONLY |                       |
| 2.                             |      |          |                                |                       |
| 3.                             |      |          |                                |                       |
| 4.                             |      |          |                                |                       |
| 5.                             |      |          |                                |                       |
| 6.                             |      |          |                                |                       |
| 7.                             |      |          |                                |                       |
| 8.                             |      |          |                                |                       |
| 9.                             |      |          |                                |                       |
| 10.                            |      |          |                                |                       |
| TRAINEE SIGNATURE & DATE       |      |          |                                | TOTAL PURCHASE AMOUNT |
| THIS SECTION FOR MDOT USE ONLY |      |          |                                |                       |

**WAREHOUSE DOCUMENT NUMBER:**

|   |  |
|---|--|
| <i>MDOT Approval Signature &amp; Date</i> | <i>MDOT Reviewer Approval Signature &amp; Date</i> |
|---|--|