

SJSU – FACILITIES DEVELOPMENT AND OPERATIONS

WO # \_\_\_\_\_

REPAIR OR INSPECTION

DATE \_\_\_\_\_

REASON FOR REPAIR: ( ) BREAKDOWN ( ) DEPARTMENT REQUEST ( ) P.M. ( ) OTHER \_\_\_\_\_

VEHICLE # \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

LICENSE # \_\_\_\_\_

ISSUED TO \_\_\_\_\_

ODOMETER READING \_\_\_\_\_

PARTS					LABOR				
PART NO.	DISCRIPTION	PRICE EACH	QTY	TOTAL COST	PAYROLL CLASS	DISCRIPTION OF WORK PERFORMED	RECORD TIME HERE		
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
							TOTAL	OUT	
								IN	
OUTSIDE REPAIRS					MECHANIC COMMENTS			COST RECAP	
VENDOR:								TOTAL PARTS	\$ _____
ADDRESS								HRS LABOR	_____
CITY		STATE	ZIP					TOTAL LABOR	\$ _____
PHONE		INVOICE NUMBER						OUTSIDE REPAIRS	\$ _____
COMMENTS:		TOTAL PARTS		\$ _____	MECHANICS SIGNATURE			\$ _____	_____
		TOTAL LABOR		\$ _____				\$ _____	_____
		TOTAL OUTSIDE REPAIR		\$ _____				\$ _____	_____
					INSPECTED BY _____			\$ _____	_____

