

UNIVERSITY VEHICLE MAINTENANCE

DATE: _____

VEHICLE NUMBER: _____ TAG: _____

ODOMETER READING: _____

WORK AUTHORIZED BY: _____

WORK PERFORMED BY: _____

DESCRIPTION OF WORK PERFORMED:

INHOUSE LABOR: _____ HOURS

TOTAL COST: _____

**PLEASE ATTACH ANY APPLICABLE RECEIPTS/INVOICES AND SUBMIT
TO**

**CHRIS HOWARD
U.S.C. VEHICLE MANANGEMENT
703 PENDLETON ST.
COLUMBIA, S.C. 29208
(803) 777-4209**