

VEHICLE REPAIR & MAINTENANCE REQUEST

ADMINISTRATIVE DEPARTMENT ROUTINE MAINTENANCE MECHANICAL REPAIRS ELECTRICAL SYSTEM REPAIR HVAC OTHERS **ITEM TYPE:** BODY AND INTERIROR REPAIRS PREVENTIVE MAINTENANCE DIAGNOSTIC SERVICES TIRE SERVICES NAME OF EMPLOYEE: **DATE REQUESTED: DEPARTMENT:** PLATE NO: **POSITION:** MODEL: **DESCRIPTION** QTY **UNIT PRICE AMOUNT GRAND TOTAL** REQUESTED BY: APPROVED BY: CHECKED BY: Approved Disapproved KATHLEEN REYES, MHM, DBA **Employee's Signature Administrative Officer**

DATE SIGNED:

DATE SIGNED:



DATE SIGNED:

BMI-FORM-ADM-002

DATE SIGNED:

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VEHICLE REPAIR & MAINTENANCE REQUEST

DATE SIGNED:

Chief Operating Officer

Chief Operating Officer

DATE SIGNED:

MEDICAL INSTRUMENTS ADMINISTRATIVE DEPARTMENT ELECTRICAL SYSTEM REPAIR HVAC OTHERS ROUTINE MAINTENANCE MECHANICAL REPAIRS DIAGNOSTIC SERVICES TIRE SERVICES BODY AND INTERIROR REPAIRS PREVENTIVE MAINTENANCE NAME OF EMPLOYEE: DATE REQUESTED: **DEPARTMENT:** PLATE NO: POSITION: MODEL: **UNIT PRICE DESCRIPTION** QTY **AMOUNT GRAND TOTAL** REQUESTED BY: APPROVED BY: CHECKED BY: Approved Disapproved KATHLEEN REYES, MHM, DBA **Administrative Officer Employee's Signature**