



Repairs and Maintenance - Parts / Supplies Procurement Form

Date: _____

School: _____

Description of repair(s) needed to be done:

Description of repair plan:

Supplier or Store Name and location: _____

Please list all parts needed to make the repair. (Please include quantity, description, size, etc.)

Qty	Description	Unit Cost	Ext. Cost	Recv'd Y/N?
Total				

* Receipts or packing slips for ALL purchases must be attached to this form for processing.

Has the repair been completed? (Y / N)? If so, please specify date completed. _____

Maintenance Person or Vessel Captain:

Principal or B&G Supervisor:

(Please print name)

(Please print name)

(Signature)

(Signature)