

**Sam Houston State University**  
**Vehicle Fleet Management**  
**Vehicle Maintenance Reporting Form**

Department \_\_\_\_\_ Date \_\_\_\_\_  
Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_ Extension \_\_\_\_\_  
Maintenance Type \_\_\_\_\_ Date Work Requested \_\_\_\_\_  
Vehicle License Plant Number \_\_\_\_\_ Vehicle Odometer Reading \_\_\_\_\_  
Vehicle Make \_\_\_\_\_ Vehicle Model \_\_\_\_\_ Vehicle Model Year \_\_\_\_\_  
Vehicle Inoperable \_\_\_\_\_ Date Vehicle Returned to Service \_\_\_\_\_

**Vehicle Maintenance Task Description**

Maintenance Task	Date Performed	Description of Maintenance Performed

**Vehicle Maintenance Parts Description & Cost**

Maintenance Task	Materials Used	Quantity	Units	Cost Per Unit	Materials Costs