

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT TRANSPORTATION SERVICES  
REPAIR AND SERVICE ORDER (TRA-F004)**

<b>WORK ORDER TYPE:</b> <i>(Select one)</i>	
IN SHOP	<input type="checkbox"/>
EMERGENCY	<input type="checkbox"/>
SCHEDULED PM	<input type="checkbox"/>
CONTRACTED	<input type="checkbox"/>

<b>WK ORDER #</b>
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START DATE: _____	FINISH DATE: _____	MECHANIC: _____
VEH. NO.: _____	DEPARTMENT: _____	LIC. NO.: _____
MAKE: _____	YEAR: _____	ODOMETER: _____

<b>SERVICE CODE:</b>	<b>DESCRIPTION OF COMPLAINT:</b>
<b>SERVICE CAUSE:</b> (check one) ROUTINE REPAIRS <input type="checkbox"/> EMERGENCY REPAIRS <input type="checkbox"/> PREVENTIVE MAINTENANCE <input type="checkbox"/> CHP REPAIRS <input type="checkbox"/> PART RECALL (WARRANTY) <input type="checkbox"/>	<b>DESCRIPTION OF WORK:</b>

<b>LABOR HOURS:</b>	<b>MECHANICS SIGNATURE:</b>
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QUANTITY	CAT NO.	MANUF. NO.	PARTS DESCRIPTION	COST	SUMMARY OF PARTS / SERVICE		
<b>1</b>			<b>SHOP SUPPLIES</b>	<b>\$8.00</b>		QUANTITY	COST
					HRS. DIST. LABOR		\$
					HRS. SUB. LABOR		
					MISC. SUB LABOR		
					PARTS		
					OIL		
					ANTIFREEZE		
					GREESE		
					TRANSMISSION		
					LUBRICATION		
					TIRES / TUBES		
					MISC. SUB LABOR		
SUB TOTAL					\$	TOTAL COST (Inc. Tax) \$	
TAX						<i>Comments / Concerns</i>	
TIRES / TUBES							
TOTAL PARTS					\$		
SUB TOTAL					\$		
TAX							
TOTAL TIRES / TUBES					\$	<i>SHOP FOREMAN'S SIGNATURE</i>	