



## Northern Virginia Community College SERVICE/MAINTENANCE REPORT

**\*\*This form must be completed and submitted as indicated below within three (3) days of completion of service/maintenance.**

1. P.O. # \_\_\_\_\_ Contract # \_\_\_\_\_

Contract title: \_\_\_\_\_

Vendor: \_\_\_\_\_

2. Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Extension: \_\_\_\_\_

Contact: \_\_\_\_\_

3. Describe services performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Date of completion of services/maintenance: \_\_\_\_\_

(Attach signed copy of service report showing time and materials.)

Budget Code: \_\_\_\_\_

**\*\*Note:** Time and material invoices shall comply with all terms and conditions of contract.

Approved for payment: \_\_\_\_\_

(authorizing signature)

5. **Not** approved for payment: \_\_\_\_\_

(signature)

(If not approved for payment, fill in the section below and forward accordingly.)

**Not** approved for payment for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Copy distribution: (1) Accounts payable; (2) Purchasing (3) Originator