

## SERVICE REQUEST FOR GARAGE SERVICES

This form is used to request service work or maintenance to U-M equipment by Logistics, Transportation & Parking (LTP) Garage Services.

### Form Instructions:

- **Complete** each section of the form
- Print and fax this form to (734) 763-1470 or email to [umfleetandgarage@umich.edu](mailto:umfleetandgarage@umich.edu)
- If you have any questions, call (734) 764-2490

### Request Information

U-M vehicle # \_\_\_\_\_ Description of equipment \_\_\_\_\_

Request Detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\* Note – request detail is a description of the work you are requesting to be completed by LTP Garage Services. \*\*

### Requestor Information

Contact Name \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Campus Address \_\_\_\_\_

### Billing Information

Department \_\_\_\_\_

Shortcode \_\_\_\_\_

\*\* This will be the shortcode that all charges for the service request will be billed via service unit billing \*\*

### Billing Authorization

I authorize the above service request to be billed to the departmental shortcode by service unit billing. I certify that the payment is in compliance with all conditions imposed by the funding source.

Authorized Signature \_\_\_\_\_

Name Printed \_\_\_\_\_

Job Title: \_\_\_\_\_ Date: \_\_\_\_\_

### LTP Office Use Only

Work Request #	Date	Clerk
_____	_____	_____