



STONY BROOK  
SOUTHAMPTON

# Transportation & Parking Operations Automotive Repair Facility

## Vehicle Repair Squawk Sheet For Stony Brook Southampton Only

**Instructions:** Stony Brook Southampton vehicle users must complete this form prior to submitting a vehicle for repairs. Please complete the steps below:

- 1) Complete the General Information and Vehicle Information sections below
- 2) For minor repairs, Southampton Departments may select one (1) vendor in the Vendor Selection section below. Minor repairs include preventative maintenance inspections, New York State inspections, oil lubes/changes, fluid refills, battery and window repairs. For major repairs, Southampton Departments should select the SBU Automotive Repair Facility and the Facility will coordinate the repair.

### General Information

<b>Name:</b> Last		First		<b>Date:</b>
<input type="text"/>		<input type="text"/>		<input type="text"/>
<b>Office Phone:</b>	<b>Cell Phone:</b>	<b>Department:</b>	<b>Out of Service Date:</b>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Vehicle Information

<b>License Plate:</b>	<b>Mileage:</b>	<b>Is a Tow Required?</b>		<b>Is this an Emergency?</b>	
<input type="text"/>	<input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Vendor Selection (select one)

<input type="checkbox"/> STS Tire & Auto Center 1064 Woodcrest Avenue Riverhead, NY 11901 Phone: (631) 369-3600	<input type="checkbox"/> Eagle Chevrolet Inc. 1330 Old Country Road Riverhead, NY 11901 Phone: (631) 727-1100	<input type="checkbox"/> Meineke Car Care Center 75 Country Road 39 Southampton, NY 11968 Phone: (631) 283-9142
<input type="checkbox"/> Bays Auto Repairs Inc 192 W. Montauk Hwy. Hampton Bays, NY 11946 Phone: (631) 728-0650	<input type="checkbox"/> Major Repair SB Automotive Repair Facility Stony Brook, NY 11794-2001 Phone: (631) 632-6219	

**Note:** Only vendors listed in this section have their rates set through New York State contract pricing (through third party entity A.R.I.)

### Repair Services Needed

<input type="checkbox"/> Preventative Maintenance	<input type="checkbox"/> NYS Inspection
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If repair services other than Preventative Maintenance or NYS Inspection is needed, please provide details:

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Once complete, please fax to: Nancy Ruffle, SB Automotive Repair Facility, Stony Brook University at fax: (631) 632-4615, or email to Nancy Ruffle at: [nancy.ruffle@stonybrook.edu](mailto:nancy.ruffle@stonybrook.edu)