



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

- Preventative Maintenance  NYS Inspection

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)