

**Orangeburg County Fire District  
REPAIR / REIMBURSEMENT / OTHER REQUEST**

FAX TO: FIRE SERVICES OFFICE/ 803-539-2073

|       |             |          |
|-------|-------------|----------|
| DATE: | DEPARTMENT: | STATION# |
|-------|-------------|----------|

|                         |                |                   |
|-------------------------|----------------|-------------------|
| Vehicle Repair Request  | Vehicle #      | Type              |
| Building repair request | Location       |                   |
| Reimbursement           | Prior approval | No prior approval |
| Other request           |                |                   |

|                |                |
|----------------|----------------|
| Contact Person | Contact Number |
|----------------|----------------|

Type and Extent of work to be preformed:

|  |    |
|--|----|
| Approximate / or Estimate cost of repair or work | \$ |
| Reimbursement amount being requested             | \$ |
| Approved By                                      |    |

***FIRE DISTRICT USE ONLY***

|                                 |                      |                     |          |
|---------------------------------|----------------------|---------------------|----------|
| Logged                          | Work order/ log in # | Mileage             | Priority |
| Vehicle #                       |                      |                     |          |
| Station                         | Sub Station          |                     |          |
| District person performing work |                      |                     |          |
| Date Work began                 |                      | Date work completed |          |

WORK ACTUALLY PREFORMED:

***FOR DISTRICT ACCOUNTING ONLY***

|                     |   |
|---------------------|---|
| Paid by department: | Amount to be reimbursed: \$                     |
| Reimbursed to dept: | Date: <span style="float:right">Check #:</span> |

**Note: Any department expecting a reimbursement, MUST GET PRIOR APPROVAL IN WRITING, otherwise your decision is your bill.**