

Vendor Verification Ticket (VVT)

Submit a VVT for routine maintenance such HVAC filter change or preventative maintenance, annual fire extinguisher inspection, lawn care, etc. OR vendor visits from Spectrum, EAS, or Mood Media, etc. **If you entered a NETFacilities Work Order, you must submit the completed NETFacilities Work Order.**

Goodwill Location: _____ Goodwill PO#: _____

Goodwill Manager/Crew Leader on duty Name (PRINT): _____

Vendor Name: _____

Date work completed: _____ Time Completed: _____

Routine Maintenance/Annual Inspection completed

- HVAC Filters or PM Fire Extinguishers Lawncare Back Flow Inspection
 Pest Control Other: _____

Notes: _____

Completed By: Technician Name (PRINT)	Completed By: Technician Signature	Verified By: Supervisor Name (PRINT)	Verified By: Supervisor Signature

EMAIL TO:

Accounts Payable: AP@GoodwillSouthTexas.com;
Facilities: Facilities@GoodwillSouthTexas.com; and
John Allen: JAllen@goodwillsouthtexas.com

EMAIL SUBJECT: VVT [VENDOR] [DATE]

example: VVT Air Pro 1/29/2023