

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

EMAIL SUBJECT: VVT [VENDOR] [DATE] example: VVT Air Pro 1/29/2023