

**Request Slip  
For  
(Computer Repairing)**

---

1) Name of User : \_\_\_\_\_ Mobile. No. \_\_\_\_\_

2) Department : \_\_\_\_\_

3) Budget Head : \_\_\_\_\_

4) Repairing Required in : Computer/Printer/UPS/Other Pl. Specify

\_\_\_\_\_

5) Description Of Equipment:

6) Brand: \_\_\_\_\_ Model No; \_\_\_\_\_ Purchase Year :

7) Warranty (Y /N) \_\_\_\_\_ AMC (Y/N) \_\_\_\_\_

8) Problem Description :

i) \_\_\_\_\_

ii) \_\_\_\_\_

iii) \_\_\_\_\_

9) Signature of User

Signature  
Head Of Department

---

**For Office Use :**

Complain No : \_\_\_\_\_ Date : \_\_\_\_\_ Time : \_\_\_\_\_

Received By

**Computer Centre**

Repairing Request Slip Status Report  
(For Computer Centre)

A. Inspection Report ( To be filled in by Service Engineer)

1. Attended by : \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Problem Description and action Taken:

---

---

---

❖ **Current Status** : 1.Repaired 2. Repairing Required By Company 3. O/S Repairer ,  
4.Under Observation 5. Needs replacement 6. Other \_\_\_\_\_

4. Needs Outside Repairing.

5 Estimated Cost \_\_\_\_\_ Estimated Time \_\_\_\_\_

Engineer

Systems Engineer

Director

B. Follow Up Actions:

Repairing Details : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Incase of Outside Repairing :**

- Repairing Done By : \_\_\_\_\_ Sanction No & Date \_\_\_\_\_
- Bill No: \_\_\_\_\_ Date : \_\_\_\_\_ Amount \_\_\_\_\_
- Estimate received on Date : \_\_\_\_\_ Given For Repair on Date : \_\_\_\_\_
- Returned from Repairer on Date : \_\_\_\_\_ Returned to Department : \_\_\_\_\_

**REPAIRING / REPLACEMENT IS DONE SATISFACTORILY**

Systems Engineer

Director

Head Of Department