

**Computer Centre
Request Slip
For
(Computer Repairing)**

1) Name of User : _____ Mobile. No. _____

2) Department : _____

3) Budget Head (In Case of Expenditure Requirement) : _____

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) _____

Signature of User

Signature of HOD

For Office Use :

Complain No : _____ Date : _____ Time : _____

Received By