

EASTERN UNIVERSITY
Replacement Justification Form (for capital items only)

Department/Section:	HR Section, Registrar's Office
Name of item:	Telephone Set
Date of purchase:	

To be completed by the concerned expert or concerned committee member

Status of the item after inspection:

- ☐ Repairable at reasonable cost, but will not last long, not justified
- ☐ Repairable at reasonable cost, will last long, justified
- ☐ Repairable, but cost would be too high and is not justified
- ☐ Repairable, but cost would be too high and is not justified
- ☐ Not repairable, should be replaced
- ☐ No problem found, perfectly OK

Recommendation:

- ☐ Repair
- ☐ Purchase new
- ☐ No further action

Explanation (if any) for the recommendation:

Inspected by:

(Signature and seal of the expert/committee head)