

**EASTERN UNIVERSITY**

## Requisition Form for repair/maintenance

|   |  |  |
|---|--|--|
| Department/Section:   |  |  |
| Request for repair/maintenance work for:  |  |  |
| <input type="checkbox"/> Air Conditioner <input type="checkbox"/> Water Filter <input type="checkbox"/> Thai glass partition / door lock<br><input type="checkbox"/> Furniture repairing <input type="checkbox"/> Computer/monitor/UPS <input type="checkbox"/> Multimedia projector<br><input type="checkbox"/> Others (please specify): |  |  |
| Problem in detail (include serial number of the item and user of the item):   |  |  |
| Item last repaired (if applicable) on:  |  |  |
| Nature of last problem:   |  |  |
| Item last repaired by:  |  |  |
| Cost of last repair:  |  |  |
| Repairing cost for the last 2 (two) years:  |  |  |

Prepared by:

Head of Department/Section:

|                                     |           |                 |
|-------------------------------------|-----------|-----------------|
| Comment of concerned expert/person: |           |                 |
| Registrar                           | Treasurer | Vice Chancellor |
| Assistant Director, Logistics       |           |                 |