

(Please fill in this form separately for each instrument)

CENTRE FOR INSTRUMENTATION SERVICES
(TERTIARY EDUCATION COMMISSION)
Request for Repairs Form
(IT Equipment)

Institution: Date:

Department: Tel:

User's Name:

Equipment : S/N:.....

Brief description of problem:

.....
.....
.....
.....

Faulty since when: Is equipment under warranty? Yes/No

Please tick as appropriate in case of formatting/virus scan

- All licensed software required for installation are being provided along with computers/laptops.
- The copy of licensed software already at CIS.
- Only the licensed copy of operating system is being provided for installation.

Please send printer driver (CD) and manual together with any printer sent for repairs.
Please tick appropriately the accessories sent with the above equipment.

Monitor Mouse Power Cable (monitor)

Keyboard Power Cable (PC) Printer Cable

CDs : Number sent Details

Manuals: Number sent Details

.....
Signature of Contact Person

.....
Signature of Head of Department

FOR OFFICE USE ONLY

Received by:

Date: