

Proforma for Equipment Repair

1. Name of the Deptt. _____
2. Name of the Equipment _____
3. Cost of the Basic Equipment _____
4. Date of receipt of Equipment in the Deptt. _____
5. Expiry Date of Guarantee period: _____
6. When it was repaired last? _____
7. Total amount spent on its repair till date _____
8. Present estimate _____
9. Whether the repair of this equipment is covered under service contract? _____
10. Whether above estimate is reasonable and recommended for approval _____
11. Whether the repair job/purchase is of Proprietary in Nature _____
12. Whether the equipment is under A.M.C. _____
13. Any other remark, if any _____

Department Incharge
Signature with stamp