

University of Jaffna
Computer Unit
Request form for IT Equipment Repair Services

Dept./Branch/Unit/Centre/Office/Other:	
Intercom No/ Phone No:	Date of request: /...../20.....
Email:	

Details of the Item:

Item Type	Brand	Model	Serial No.	Purchased Date

Problem Description:

Note:

The laptop requires a **charger** for inspection.

If the computer or laptop is password-protected, please provide the **password**.

If you wish to **back up** your documents, kindly bring an external hard disk or a pen drive.

Repairs are typically completed within a day, and you are requested to collect the item within **one week**.

Please remember to collect the **repair report** from the Computer Unit if the item requires further repair or needs to be discarded.

Head of the Department
(Official Seal should be affixed)

Date: /...../20.....