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|  | Islamic University of Technology (ITU) | Job No.: |
| | Organisation of Islamic Cooperation (OIC) | |
| | Department of Electrical and Electronic Engineering | Date: |
| | Board Bazar, Gazipur-1704, Bangladesh | |

Instrument Service Form

| | | |
|--|-----------------------|-------------------------|
| Name of the User: | | Designation: |
| Department/Office: | | Room No.: |
| Instrumental details | | |
| Name of apparatus: | Brand: | Mobile No.: |
| IUT inventory Code No.: | | Date of Purchase: |
| Warranty Period: yes/ No. | | |
| Problem Description: | | |
| _____ | | _____ |
| User's Signature: | | Head of Dept./ Office |
| Person(s) assigned for the service | | |
| Name: | | Designation: |
| | | _____ |
| | | Head, EEE Department |
| Diagnosis details | | |
| Identified Problem(s): | | |
| List of spare parts: | | |
| Price (Approximate): | | |
| Maintenance status: | Repaired | parts are not available |
| Service from _____ department / Others _____ | | Not cost effective |
| | | is required |
| | | _____ |
| | | Service Person |
| Received by | | |
| Name of Receiver: | Designation: | |
| Received Date: | Department/ Office: | |
| | _____ | |
| | Signature of Receiver | |

Comments:

Forwarded to the Head Of the _____ department for necessary action.

Submitted to the Vice-Chancellor for the kind approval and necessary instruction for the allocation of the mentioned amount in advance to the P & D office for the procurement of the aforesaid item(s).

Head, EEE Department

Vice-Chancellor