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| **SERVICE REQUEST FORM** |
| **Repair Request No.**  | **Date:** |  |  |
| **Department/Office:** |
| **Item/s:** | **Under Warranty:**  |
|

|  |
| --- |
|  YES NO |

 |
| **Property No.:** | **Purchase Order No.:** |
| **Problems Encountered:** | **Details of Work Done:** |
| **Requested by: (End-user)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(Name and Signature)** | **Conducted by:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****(Name and Signature)** |
| **Received by:****KARL MARS GLENN R. CANE****OIC-Property Custodian** | **Received by:****KARL MARS GLENN R. CANE****OIC-Property Custodian** | **Received by: (End-user)****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Name and Signature** |