

REQUEST FOR PRE-REPAIR INSPECTION

DESCRIPTION OF PROPERTY:

Type _____ Brand/Model _____
Serial/Engine No. _____ Property No. _____
Acquisition Date _____ Acquisition Cost _____
Date of Last Repair _____ Nature of Last Repair _____

DEFECTS/COMPLAINT:

Nature and scope of work to be done _____

Parts to be supplied/replaced _____

Date: _____ Requested by: _____
Property Custodian

PRE-REPAIR

FINDINGS: _____

Inspected by: _____ Approved: _____

Date: _____ Date: _____

POST-REPAIR

Job Order No. _____ Date: _____
Invoice No. _____ Date: _____
Amount per Job Order _____ Payable Amount: _____

FINDINGS: _____

Inspected by: _____ Approved: _____

Date: _____ Date: _____