

DIVISION OF CORRECTION
PROPERTY REPAIR REQUEST

Institution/Facility

SECTION I. PROPERTY IDENTIFICATION

Property Item to be Repaired

Department

Description of Property

(Tag Number/Model #/Serial Number)

Warranty Information

Description of Repair Needed: _____

Accountable Officer's Signature

Date

(print above name legibly)

Property Officer's Signature/Date

SECTION II. PROPERTY ITEM REPAIR

Property picked up by/delivered to for repair by: (circle one)

Name of Company

Address

Telephone Number

Signature

Date

Estimated date of return:

SECTION III. PROPERTY RETURNED FROM REPAIR

Date of Return of Property

Receiving Staff Member's Signature

Date

(print above name legibly)