TRINCOMALEE CAMPUS, EASTERN UNIVERSITY, SRI LANKA

JOB CARD
ITC

Ref No: EUSL/TC/ITC/.............

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01. <u>Category :</u> Network Issue/ Hardware / Software/ Lab/Printer/Laptop

        (Use one category for one job card)

02. <u>Sub Category:</u> Repair ☐   **Upgrade** ☐

03. <u>Requested By:</u>

01. Name and Designation of Requester:-……………………………………………………………………

02. Contact No & Email ID: -………………………………………………………………………………..

03. Name of the Department /Section/Unit:-……………………………………………………..…………..

04. Location (place of the work to be attended):-……………………………………………...…………………

<u>Brief Description of the Job Required (Type of work, sketch, other details</u>)

…………………………………..   …………………………………..

Requester Signature   **Recommended By:**

                                                   (Head of the Department / Coordinator

04. Received by:

01. Date:-…………………………………   02. Name:-……………………….………

03. Designation:-…………………………   04. Signature:- ……………………….…

05. Inspection report:

01. Name & Signature of the reporter:-………………… ……………………………………..

02. Date of Inspection   :-…………………………………………………

………………………..
Technical Officer

06. Certification of Completion by the User department:-

I certify that the requested work has been successfully completed.

….………………………
Head of the Department   **Date:-…………………**