



1. Complete this form for any warranty or paid repairs to College assets.
2. Email signed form to receiving@nwfsc.edu.
3. Attach a copy of the form to the outside of the box if shipped through Receiving/Central Services.

Department Requesting Repair

Employee Name _____ Extension _____
 Department Name _____ Dept No _____
 Permanent Location of Item Campus _____ Building _____ Room _____

Item Description	NWFSC Tag Number	Serial Number

Signature _____ **Date** _____

Repair Supplier

Supplier Name _____
 Reason for Repair _____
 Repair Location Supplier Address: _____
 City, State, Zip: _____
 Contact Phone #: _____

Office Use Only

Date Shipped _____ Date Returned _____
 Tracking Number _____ Updated in Inventory _____