

INSTRUMENT/EQUIPMENT REPAIR FORM

(Use for instruments, computers, and other equipment)

Instructions: This form must be completed **BEFORE** an item can be repaired. All vendors require authorization from the administrative office before repairing any School of Music equipment. Please return completed forms to Dan Moore, 179 Music West.

Requestor _____ **Date** _____

UI Equipment/Instrument Description:

Suggested Vendor _____

Any Known Warranties _____

Estimated Cost of Repair _____

Date Needed _____

FOR OFFICE USE ONLY:

Departmental Authorization _____

Signature

Source of Funds _____

Vendor/Purchase Order Number _____

Date _____

Please forward copy of completed form to Lisa Krause/ Kim Walton at 213 RIV 8.