

Asset Warranty Replacement Request Form

Date of Request:

Requested By:

Enter full name

Department / Division:

Enter department

Contact Information:

Email or phone

Service Provider (if applicable):

Enter provider name

Asset Details

Asset Name	Asset Tag/Serial No.	Purchase Date	Warranty Period	Current Location
Eg: Laptop	A123456789	2023-01-15	24 months	IT Lab 2

Description of Issue:

Describe the issue with the asset

Troubleshooting Performed:

List steps/actions taken before issue

Supporting Documents:

Eg: Attach receipt, photos, etc. (if applicable)

Requester's Signature & Date

Department Head Approval & Date

Important Notes

- Ensure all required fields are filled accurately before submission.
- Attach all relevant supporting documents, including proof of purchase and photos of defect.
- This request is subject to verification against warranty terms and conditions.
- Incomplete forms may delay processing and approval of the warranty replacement.
- Contact your Asset Management or IT team for further assistance if needed.