To be completed by the Department **SD V**

Which has undertaken the Project **INVOICE**

**University of Moratuwa**

**Assembling & Commissioning of Capital Equipment**

|  |  |
| --- | --- |
| **Certified**  ………………………………………………………  Signature  Head  Dept. of ………………………………………... | **Confirmed**  **…………………………………………………..**  Signature  Dean  Faculty of ……………………………………. |
| **Store Keeper**  Authorized to accept  ……………………………….  Senior Asst. Bursar (Supplies) | |

|  |  |
| --- | --- |
| No of Units Produced |  |

**Service Report**

**Ref- Approval form SD IV attached**

The above equipment has been successfully assembled & commissioned. It is in working order and undertake one year warranty for successful operation by the producing department.

**Office incharge of the project**

Signature : …………………………………..

Name : ………………………………………..

Department : ………………………………

Date : …………………………………………

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actual Cost Involved** | | | | |
| **Particulars** | **Qty** | **Part No** | **Order / Advance No** | **Value** |
| 1. Material Cost |  |  |  |  |
| (a) |  |  |  |  |
| (b) |  |  |  |  |
| (c) |  |  |  |  |
| (d) |  |  |  |  |
| (e) |  |  |  |  |
| (f) |  |  |  |  |
| 2. Workshop Cost | | | |  |
| 3. Staff Cost / Honorarium | | | |  |
| 4. Overhead Cost | | | |  |
| **Total Cost** | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the item produced with specifications** | | | |
| **S.No** | **Name** | **Qty** | **Unit Price** |
|  |  |  |  |

To be completed in Triplicate

1st copy - Invoice

2nd copy - Senior

3rd copy - Bursar (Order no is the number assigned by the Supplies Division, if the component ordered through SD forms)