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 DeanFaculty 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)