

Shri Mata Vaishno Devi University

Network Centre Computer Maintenance Cell

.....
Date:

Battery Replacement Form

Name of Employee: _____ Designation: _____

Department: _____ Mobile No. and Ext. No. _____

LAPTOP Model No.(4420s/4410s).....Laptop Issue date/year.....

Battery Model Number (ZP06/PH06/**).....Battery Sr. No (*).....

Last Battery Replaced Date (Required only if you want to replace battery before 2 years).....

Reason for replacement:

1. Back up time: (Mention Battery backup time).....

2. Any other : _____

Signature of Employee

Signature of Dean/Dir/HoD/Section Head

AR(S&P)

S&P office

Under Warranty YES/NO

I/c Network Center

For Official use only

Action Taken Battery Replaced/ Not Replaced

Replaced Date:

Battery Sr. No.....

HP Compatible/Original.....

Recommendation _____

Signature of Computer Maintenance Coordinator

Signature of Receiver

Name:

Date:

*For HP Original Battery serial number start with CT and for others start from GH

** Model number is relevant only in case of HP original battery installed in your Laptop