Submit by Email | Print Form

Computer Service Request Form

Technology Office Room 615

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Please **fill out this form as completely** as possible.
Do not leave any areas blank. Please do not add any comments that do not relate to the information asked for in this form.
Print and leave form in my mail box or **slip under the door of Mr Abdallah's Office**. Thank You.

Date: ◯ **New** ◯ **Existing**

***Employee Name:**	
***Department:**	
***Room Number**	
****E-mail:**	
****Phone/Ext.**	

For hardware problems you must include the following info foe each device:

***Serial #**	
***DOE TAG #**	

Please check off the type of problem you have:
- ◯ Computer
- ◯ Printer
- ◯ LCD
- ◯ Laptop

For software problems please fill out the following:

Name of Software	
Version:	

If you are requesting a software install. You must have approval from your AP. Please print out form and have AP please sign here----->

If you are requesting to hook up moved equipment, you must have approval from your AP Please Print out form and have AP please sign here-->

Please describe the problem in as much **detail** as possible. Include the following**:**

Location of equipment:

Was there a warning message? If so write the exact warning message you saw:

Please tell exactly what is wrong:

Internal Use Only

Handled By	Hrs.	Date