

# COMPUTER SERVICE REQUEST FORM

*Please complete and submit to your administrator for approval.*

Date of Request: \_\_\_\_\_

\* All must be answered. Thank you.

- Central/Business Office
- Pupil Personnel Services
- Elementary
- Middle
- Junior High
- High School
- Special Areas

\*Name \_\_\_\_\_ \*Phone ext.: \_\_\_\_\_

School Bldg.     Cordero     Bethune    \*Room Number: \_\_\_\_\_

\*Service Requested:

*\*Computer/Printer Model* \_\_\_\_\_ *\*Serial No.:* \_\_\_\_\_

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\*Contact Person if different than above: \_\_\_\_\_ phone ext.: \_\_\_\_\_

*\*Administrator's Authorization:* \_\_\_\_\_

*Please submit the completed form to Lisa Otto for processing.*

***For Central Office Use Only***

Service Order Assigned To:     BOCES                       Maintenance

Date Service Request Received: \_\_\_\_\_

Date Service Order Assigned: \_\_\_\_\_

Date Service Completed: \_\_\_\_\_

***For Technician's Use Only***

Date Work Started: \_\_\_\_\_

Status of Service: \_\_\_\_\_

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Parts needed if any: \_\_\_\_\_

Date parts ordered: \_\_\_\_\_                      Date received \_\_\_\_\_

Completed By: \_\_\_\_\_