

REQUEST FOR COMPUTER ASSISTANCE/REPAIR

Today's Date: _____ Dept. _____

Person: _____ Phone #: _____

District: _____ Bldg: _____ Rm # _____

PC Model: _____ Tag #: _____

Monitor Model: _____ Tag #: _____

Printer Model: _____ Tag #: _____

Detailed description of the Problem or Need for Assistance:

PLEASE PLACE IN JOANN McGUINNESS'S MAILBOX

**PLEASE DO NOT WRITE IN THIS SPACE
FOR TECH ONLY**

Date Completed: _____

Technician: _____

Total Time on Job: _____

Equipment/Parts to be ordered: _____

Resolution: _____
