

Request for Repair

SCHOOL: _____ DATE: _____

LOCATION: CLASS _____ EQUIPMENT ASSET # _____
 LAB _____ EQUIPMENT SERIAL # _____
 LIBRARY _____ WORK ORDER # _____
 OTHER _____

TYPE OF EQUIPMENT: COMPUTER MAC _____
 PC _____

PRINTER _____

OTHER _____

Additional Info:

SERVICE REQUEST/DEFECT:

ORDERED: _____

RECEIVED: _____

SHIPPED: _____

ITSS INTERNAL USE:
