PLANNING AND DEVELOPMENT OFFICE

**COMPUTER REPAIR SERVICE REQUEST FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Request: ${REQUEST\_DATE}** | | **Request No: ${REQUEST\_NO}** | | | |
| **Requested by: ${REQUEST\_BY}** | | **Office/Department/College: ${DEPARTMENT}** | | | |
| **Date Received: ${DATE\_RECEIVED}** | | **Date Acted: ${DATE\_ACTED}** | | | |
| **Types of Equipment: ${EQUIPMENT\_TYPE}** | | **Date of Last Repair:**  **${LAST\_REPAIR\_DATE}** | | | **Nature of Last Repair:**  **${REPAIR\_NATURE}** |
| **Under Warranty: ${WARRANTY}** | |
| **Approved by:**  **${APPROVER\_SIGNATURE}**  *Chief, Management Information Systems* | | **Staff-in-charge:**  **${SERVICE\_STAFF\_SIGNATURE}**  *Signature Over Printed Name/Date* | | | |
| **DESCRIPTION OF PROPERTY** | **PROBLEM(S) ENCOUNTERED** | | | **ACTION TAKEN** | |
| **${DESCRIPTION}** | **${PROBLEMS}** | | | **${ACTIONS}** | |
| **Accepted by:**  **${REQUESTOR\_SIGNATURE}**  *Signature Over Printed Name/Date* | | | **Comments/Suggestions/Recommendations:**  **${COMMENTS}** | | |