PLANNING AND DEVELOPMENT OFFICE

**COMPUTER REPAIR SERVICE REQUEST FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Request:** Click or tap to enter a date. | | **Request No:** Click or tap here to enter text. | | | |
| **Requested by:** Click or tap here to enter text. | | **Office/Department/College:** Click or tap here to enter text. | | | |
| **Date Received:** Click or tap to enter a date. | | **Date Acted:** Click or tap to enter a date. | | | |
| **Types of Equipment:** Click or tap here to enter text. | | **Date of Last Repair:**  Click or tap to enter a date. | | | **Nature of Last Repair:**  Click or tap here to enter text. |
| **Under Warranty:**  **Yes No** | |
| **Approved by:**    *Chief, Management Information Systems* | | **Staff-in-charge:**    *Signature Over Printed Name/Date* | | | |
| **DESCRIPTION OF PROPERTY** | **PROBLEM(S) ENCOUNTERED** | | | **ACTION TAKEN** | |
| Click or tap here to enter text. | Click or tap here to enter text. | | | Click or tap here to enter text. | |
| **Accepted by:**    *Signature Over Printed Name/Date* | | | **Comments/Suggestions/Recommendations:** | | |