PLANNING AND DEVELOPMENT OFFICE

**COMPUTER REPAIR SERVICE REQUEST FORM**

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| **Date of Request: 2025-04-28** | | **Request No: 123** | | | |
| **Requested by: Test** | | **Office/Department/College: Test** | | | |
| **Date Received: 04/28/2025** | | **Date Acted: 04/28/2025** | | | |
| **Types of Equipment: Test** | | **Date of Last Repair:**  **04/28/2025** | | | **Nature of Last Repair:**  **Test** |
| **Under Warranty: Yes** | |
| **Approved by:**  *Chief, Management Information Systems* | | **Staff-in-charge:**  *Signature Over Printed Name/Date* | | | |
| **DESCRIPTION OF PROPERTY** | **PROBLEM(S) ENCOUNTERED** | | | **ACTION TAKEN** | |
| **Test description** | **none** | | | **none** | |
| **Accepted by:**  *Signature Over Printed Name/Date* | | | **Comments/Suggestions/Recommendations:**  **Test comment** | | |