**IT Service Request Form**

**Service Request**

Name Click here to enter text. Phone Click here to enter text. Date Click here to enter text.

Service Requested Click here to enter text. Priority Level Click here to enter text.

(1-5 with 1 =low, 5=urgent)

Please provide details of the issue Click here to enter text.

**Hardware Request**

Name Click here to enter text. Phone Click here to enter text. Date Click here to enter text.

Desktop  Monitor  Keyboard  Mouse  Speakers

Projector  Laptop  Printer  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for the request Click here to enter text.

**Software Request**

Software Requested Click here to enter text. Date Needed Click here to enter text.

Vendor Contact information Click here to enter text.

Reason for the request Click here to enter text.

**Budget Information**

*This section must be completed if it is for new hardware or software that must be purchased.*

Approved by Click here to enter text. Budget # Click here to enter text.

Budget Amount Click here to enter text.

\* Please put the maximum dollars or range to spend on the item.

**For IT Services Only**

Date Request Received Click here to enter text.

Technician Name Click here to enter text. Date Completed Click here to enter text.

Resolution Click here to enter text.