

ICT and Technical Assistance Request Form

Date: _____

Department/Section: _____

Nature of Work (Please Check):

PREVENTIVE MAINTENANCE

☐ Hardware Cleaning

☐ Software Updates

CORRECTIVE ACTION

☐ Hardware

☐ Software

TECHNICAL ASSISTANCE

☐ Software ☐ Hardware

☐ Network Support

JOB DESCRIPTION: _____

Requested by: _____

(Print Name & Signature)

Received by: _____

(Print Name & Signature)

Time Started: _____

Serviced By: _____

REMARKS: _____

Time Finished: _____

Client’s Signature

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