

Computer Services Maintenance/Repair Request Form

Requester _____		Date submitted: _____
Email address _____		Need by Date: _____ <small>(Please no ASAP)</small>
Phone number _____		Funding code: _____
Location: <small>(Building, floor, room #)</small>	Department:	Available times:
<p>Detailed description of request work: _____</p> <p>_____</p> <p>_____</p>		
<p>Password change:</p> <p>System: _____ <small>(Computer, GroupWise, SIS, FRS, ...)</small></p> <p>Account Name/Number: _____</p> <p>Signature of requestor _____</p> <p><i>Signature of account holder required on all password resets. Work requested on an assigned computer requires the assignee or supervisor to be present while technician performs maintenance. In the event that assignee or supervisor cannot be present a release signature is required from assignee.</i></p> <p><i>If the technician cannot find a solution to the problem and needs to take the equipment to the designated work shop a the release signature is required to authorize and release all Technical Staff of any data loss. Also by signing the employee gives express written permission to the technical staff to copy any files to include intellectual property and copyrighted files, deemed necessary to perform the repair or maintenance task. The release signature must be signed in advance of the need to copy files or removal of equipment.</i></p> <p>Release signature _____</p>		
<p>*****Computer Services Use ONLY*****</p>		
Date/Time Received: _____		Date/Time Completed: _____
Notes: _____		
Signature of Technician: _____		