Request for Technology Repair

School : _____ Date: _____

The Following Information Is Required:

Teacher's or Staff's Name: _____ Room No: _____

Equipment: _____
(Example: Mac G3 Tower, iMac, Printer - HP 5650, Dell Optiplex GX270, etc..)

Serial No: _____ Password (if any) _____

Computer Operating System (Version): _____
(Example: 8.6, 9.0 , Win2000, WinXP, etc…)

Describe the problem in detail. Name of particular applications, or hardware.
What you were doing when the problem occurred.
Has this computer had the same problem before?

Checked By _____
Building Level Tech Coordinator

Technician Comments: Date: _____