

**Request for Repair**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION:  CLASS \_\_\_\_\_ EQUIPMENT ASSET # \_\_\_\_\_  
 LAB \_\_\_\_\_ EQUIPMENT SERIAL # \_\_\_\_\_  
 LIBRARY \_\_\_\_\_ WORK ORDER # \_\_\_\_\_  
 OTHER \_\_\_\_\_

TYPE OF EQUIPMENT:

COMPUTER  MAC \_\_\_\_\_  
 PC \_\_\_\_\_

Additional Info:

PRINTER \_\_\_\_\_  
 OTHER \_\_\_\_\_

**SERVICE REQUEST/DEFECT:**

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ORDERED: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

SHIPPED: \_\_\_\_\_

ITSS INTERNAL USE:

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