

- Program Director
- Other Director
- Adm. for Instructional Services

TECHNOLOGY WORK REQUEST

Requester: _____ Date: _____

Location: _____ Room Number: _____

Program (circle one: Network, TLVC, Phoenix, TEC School, Career Services, Prof. Development, Administration)

Service Requested:

- | | |
|---|--|
| <input type="checkbox"/> Hardware Repair | <input type="checkbox"/> Hardware Installation |
| <input type="checkbox"/> Software Problem | <input type="checkbox"/> Software Installation |
| <input type="checkbox"/> Networking Issue | <input type="checkbox"/> Printer Problem |
| <input type="checkbox"/> Hardware Request | |

Problem Description:

IMPORTANT - Indicate error message (if any):

Type of Computer: _____ Model # _____

If Printer- Manufacturer & Model # _____

Date Received: _____ Date Completed: _____

Corrective Action:

Please forward request to Program Director