

Dept. Hd initials: \_\_\_\_\_

Priority: \_\_\_\_\_

## Computer Work Request

Date: \_\_\_\_\_

Your name: \_\_\_\_\_ Your department: \_\_\_\_\_

Computer name or number: \_\_\_\_\_ Date & time of computer issue: \_\_\_\_\_

Describe the work to be done: (Please provide as much information as possible.)

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### For 3rd Alternative

Diagnosis:

Date/Time:

Tech Initials:

Solution:

Date/Time:

Tech Initials:

Comments:

Date/Time:

Tech Initials:

Date logged in: \_\_\_\_\_ Status: \_\_\_\_\_

Date assigned: \_\_\_\_\_ Date completed: \_\_\_\_\_

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Liaison Review: (to be signed & dated and returned to 3rd Alternative)

The requested work is finished satisfactorily: \_\_\_\_\_

The issue requires further attention: \_\_\_\_\_