

# COMPUTER REPAIR REQUEST

Please send request to Divison Director

\_\_\_\_\_ Division Director  
 \_\_\_\_\_ Deputy Director  
 \_\_\_\_\_ C.S.S.

Date of Request	Office Location	Room#	Name of person Making Request

Date Received: \_\_\_\_\_  
 Date Completed: \_\_\_\_\_

Software Problem (please check):

Word	_____
Excel	_____
Windows	_____
Other	_____
Other	_____

Hardware Problem (please check):

Keyboard	_____
Mouse	_____
Printer	_____
Other	_____

Other (Please describe):


What does your screen say? (i.e., out of memory; printer failed, ect.)


Comments:


GIVE COMPLETED REPAIR REQUEST TO DEPUTY DIRECTOR

