

# E.E. Knight Elementary School Technology Service Request Form

Directions: All computer repair and troubleshooting must be requested on this form. Complete the top portion of this form and mail to the Elementary Technology Technician. The bottom portions will be completed during service and a copy of the form will be returned to you.

Room \_\_\_\_\_ Date \_\_\_\_\_

Your Name \_\_\_\_\_

Equipment Location \_\_\_\_\_

Equipment Serial # \_\_\_\_\_

Trouble Reported: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**Technology Office:** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Technology Office Signature

\*\*\*\*\*

**Follow-up:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

**Forwarded to:** \_\_\_\_\_ **Time to Complete:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_  
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