

LOGAN ELM LOCAL SCHOOL DISTRICT
Computer Equipment
SERVICE REQUEST FORM

This Service Request Form has been provided to assist you in keeping the computer equipment in your classroom working to provide the best possible program for the students in your classroom.

Please provide all information identified below when placing your request for service.

Please return this form to your building technology representative.

Date: _____

Name _____

Room Number and /or location: _____

Description of equipment: _____

Make: _____

School ID Number: _____ **Workstation Number:** _____

Nature of problem (Please write any error messages that appear on the screen):

Service report:

Warranty Information:	Parts	Yes	No	Labor	Yes	No
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Technician's Signature _____

8/23/2000

Date of Service _____