

SWVHEC REQUEST FOR TECHNICAL ASSISTANCE

Request Number

Name _____

Phone _____

Department _____

Office Number _____

E-mail Address _____

Date Requested _____

Nature of Problem (check one):

Computer hardware

Computer Software

Other (specify): _____

Type of Computer (if appropriate):

IBM-compatible

Macintosh

Other, specify _____

Does this problem immediately interfere with your ability to do your job?

Yes

No

Please provide a detailed description of the problem (include computer error codes or printed documentation showing the problem is possible).

For Office use ONLY

Date Scheduled

Date Completed

Time Expended (1/4 hours)

Time Completed

Job Completed by

Return to Request Box on Brenda Wilson's desk.