



Hardware Maintenance/IT Help Request Form

This form must accompany your device when you bring it to the center for any type of service.

Program and Center Location

Date

Device Name & Model Number

PCDC Inventory Tag (4 digits on red sticker)

Briefly describe the issue(s) you are having in the space below:

Name of Employee Submitting Maintenance Request

Signature of Employee

Maintenance Service Approved by:

Signature of Executive Director

Date

IT Department:

Software: upgraded _____ iInstalled _____ removed _____

Network: email _____ wifi _____ printer connection _____

Briefly describe the maintenance performed on this device along with any further instruction(s):

Technician Signature

Completion Date

*Please upload this form to the appropriate Google Drive folder