**I.T. Department– Harrison Boateng**

***Purchases and Quotes :***

*Please fill in below your request for purchases and quotes for (Computers, Parts, Accessories, Printers, etc.) Please indicate when you need this purchase by date:( )*

**Cost Object/WBS:**

***Computer Repair and Maintenance:***

*(please indicate the problem below)*

**Virus removal :**

**Reformat:**

**Hardware and Software Install / Issue:**

**Networking Issue:**

**Printer Issue:**

**Computer Tune Ups:**

**Other:**

**When would you like to schedule a session?**

**Please Have an Estimated Time That You Need this Completed By :**

***Please Leave your user name and password***:

***Surplus and Inventory:***

*Do you have an item that needs to be surplus?*

*Please Describe the item and time needed to be removed*

***I.T. Support for Events:***

A/V Help:

Wireless Registration:

Computer Setup:

Network Setup:

Comments and Questions :