

“Service Request” – Form

Lab Unit
FORM NO – LU-2

To report Lab related issues, please complete the appropriate details asked in the form. After analyzing the problem, the Lab Unit will take necessary action to resolve the same at its own end or will forward it to the Deanship of Information Technology- Majmaah University.

REQUESTOR INFORMATION

Your Name:

Department:

Date Reported:

IP Extension:

Room No.:

Priority for the Issues:

High

Medium

Low

Name of Lab Unit member handling your request:

Type of Problem:

- Hardware
 Software

Lab Name

Lab Number:

Has this been a recurrent problem:

Yes

No

Don't Know

Description of problem or work to be done:

Device / Equipment Number:

Service Ticket Number:

The Problem is:

Now fixed

Require a further visit

Date Completed:

YOUR SIGNATURE

APPROVED BY:

NAME: _____

SIGNATURE: _____