Kingdom of Saudi Arabia Ministry of Higher Education Majmaah University College of Computer & Information Sciences



المملكة العربية السعودية وزارة التعليم العالي جامعة المجمعة كلية علوم الحاسب والمعلومات

## "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 re	equest:		
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 fur	ther visit	Date Completed:
YOUR SIGNATURE		APPROVED BY:	
		Name:	
		SIGNATURE	