

TODAY'S DATE: _____

Killam Library Work Order Request Form

YOUR NAME:

EXTENSION #:

NATURE/DESCRIPTION OF PROBLEM: (ex: cannot print: cannot log in, etc.)

LOCATION OF COMPUTER WITH PROBLEM: (ex: KL-215, Acquisitions Area)

TAMIU TAG NUMBER OF COMPUTER WITH PROBLEM: _____

SERVERITY OF PROBLEM:

Critical-must be fixed immediately: _____

Major Problem-fix ASAP: _____

Minor Problem-fix when possible: _____