

# Computer Service Request Form

## Technology Office Room 615

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Please **fill out this form as completely** as possible.

Do not leave any areas blank. Please do not add any comments that do not relate to the information asked for in this form.

**Print and leave form in my mail box or slip under the door of Mr Abdallah's Office.** Thank You.

Date:   New  Existing

*Employee Name:	<input type="text"/>
*Department:	<input type="text"/>
*Room Number	<input type="text"/>
**E-mail:	<input type="text"/>
**Phone/Ext.	<input type="text"/>

**For hardware problems you must include the following info for each device:**

*Serial #	<input type="text"/>
*DOE TAG #	<input type="text"/>

Please check off the type of problem you have:

<input type="radio"/> Computer
<input type="radio"/> Printer
<input type="radio"/> LCD
<input type="radio"/> Laptop

**For software problems please fill out the following:**

Name of Software	<input type="text"/>
Version:	<input type="text"/>

If you are requesting a software install. You must have approval from your AP. Please print out form and have AP please sign here---->

<input type="text"/>
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If you are requesting to hook up moved equipment, you must have approval from your AP Please Print out form and have AP please sign here-->

<input type="text"/>
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Please describe the problem in as much **detail** as possible. Include the following:

**Location of equipment:**

**Was there a warning message? If so write the exact warning message you saw:**

**Please tell exactly what is wrong:**

**Internal Use Only**

Handled By	Hrs.	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>