Shinas College of Technology
Educational Technology Center (ETC)
Computer Services Section (CSS)

Request Form for Staff

Date : _____ Semester: _____

NAME		☐ Lecturer ☐ Technician ☐ Other _____	
DEPARTMENT		SIGNATURE	

TYPE OF REQUEST

☐ EQUIPMENT REQUEST

Equipment / Peripheral Needed	
Quantity	
Reason(s) for request	
HoD Approval	
HoC-ETC Approval	

ACKNOWLEDGEMENT

I hereby acknowledge the receipt of the requested item(s).

Item Name(s)	
Quantity	
Remark(s) *(if any)* for CSS	
Staff Signature	
Date Received	

☐ DESKTOP PC ☐ LAPTOP PC ☐ OTHERS

☐ Installation ☐ Repair ☐ Upgrade ☐ Formatting ☐ Replacement

LOCATION OF COMPUTER ☐ Room # _____ ☐ Other _____

AREA OF CONCERN *(check whichever is applicable)*

☐ Mouse ☐ Keyboard ☐ Monitor
☐ Printer ☐ Cables ☐ Projector
☐ Power Supply ☐ Hard drive(s)
☐ Optical Drive ☐ System Unit
☐ System Memory (RAM)
☐ Other hardware (specify)

.....
.....
.....

☐ Laptop / ☐ Desktop Wireless Connection
☐ Network Connection ☐ Download Permission
☐ Operating System ☐ College System
☐ College Mail ☐ IP Phone
☐ Other(s) _____
☐ Software (specify)

.....
.....
.....

Details of problem /Reason(s) for request	
Remarks *(if any)* for CSS	
Done by: *(CSS Technician's Signature)*	