

EAST LOS ANGELES SKILLS CENTER
IT Form – Hardware and Software
(Submit to School Principal)



Program: _____ Date: _____

Instructor: _____ Site: _____ Room: _____

Request for (mark all that apply):

- | | | | |
|---|--|---|-----------------------------------|
| <input type="checkbox"/> Install/Setup | <input type="checkbox"/> Transfer/Move | <input type="checkbox"/> Hardware/Equipment | <input type="checkbox"/> Software |
| <input type="checkbox"/> Repair | <input type="checkbox"/> Salvage | <input type="checkbox"/> Toner/Ink | <input type="checkbox"/> Training |
| <input type="checkbox"/> Other (specify): _____ | | | |

Description of request:

Item(s) description (include serial number):

.....
DO NOT WRITE BELOW THIS LINE

Received by: _____ Date: _____
Administrator

Approved by: _____ Date: _____ Refer to: _____
Principal

RESOLUTION / RECOMMENDATION:

Serviced by: _____ Date: _____