El Paso County ESD #2

Computer Repair/Maintance/Mechanical Request Form

Department Name: _____

Location Address: _____

I am requesting to have the following item(s) repaired in my Department.

(PLEASE NOTE THAT YOUR REPAIR DESCRIPTION MUST INCLUDE LOCATION ON NEEDED REPAIR AND A DETAILED REPAIR DESCRIPTION. FOR EXAMPLE: THE ADMINISTRATIVE ASSISTANT'S COMPUTER LOST CONNECTION TO THE PRINTER.)

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Chief's Signature: _____ **Date:** _____

Print Name: _____

FOR DISTRICT USE ONLY

Approved by: _____ Date: _____ P.O. #: _____

Revised: 10/13/2020