



**-- PLEASE FILL OUT, PRINT AND BRING TO THE HELPDESK --**

Technology Services is NOT responsible for any problems that occur with your computer while troubleshooting. You are responsible for backing up your data before bringing it to IT. We will troubleshoot personal computers but will not install any University Software or replace hardware on a personal computer.

Name:

UIN:

Phone:  Email:

Title:  *(Staff and Faculty Only)*

Dept:  *(Staff and Faculty Only)*

Bldg:  Room:  *(Staff and Faculty Only)*

Supervisor:  *(Staff and Faculty Only)*

Select One: University Computer  Personal PC

**Device Information:**

Make:  Model:

TAMUG Asset#  *(University PC's Only)*

Serial Number

Power Supply Included: Yes  No  Computer Case Included: Yes  No

**Describe problem or what is needed:**

Requestor Signature:  Date:

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***Technology Services Internal Use Only***

Ticket Number  Logged By

Date Picked Up  Time

Picked Up By  Warranty Expiration