



Full Name: _____
 Email Address: _____
 School: _____
 Location of Equipment: _____

Equipment Type: Monitor Computer
 Printer Other
 If other please describe

Equipment Manufacturer: Compaq Hewlett Packard
 Other _____

Equipment Model Number: _____
 SPS Property #: _____
 Any Passwords (log on, screen saver, power on etc.)

Description of Problem: _____

Priority level (assigned by Help Desk) 1 2 3