

# Office of Juvenile Justice Computer Repair Form

Ticket Number: \_\_\_\_\_

Make & Model: \_\_\_\_\_

Location: \_\_\_\_\_

Laptop or Desktop: \_\_\_\_\_

User Name: \_\_\_\_\_

State Tag Number: \_\_\_\_\_

Password: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Computer Problem: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Received by:**

**Picked up by:**

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Unit/Section Head Name

\_\_\_\_\_

Unit/Section Head Name

\_\_\_\_\_

Employee Printed Name

\_\_\_\_\_

Employee Printed Name

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Employee Signature

For IT Use Only

Computer Solution: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Repaired By: \_\_\_\_\_

Technician

\_\_\_\_\_

Date

Final action:

Return to User

Sanitize and Surplus to LPAA