

**REQUEST FOR COMPUTER OR SERVICES  
OFFICE STAFF AND MINISTRY USAGE**

*Please complete and put in Office Manager's mailbox*

**Requester's Name:** \_\_\_\_\_

**To Report Computer and/or Printer Problems**

<b>Date of Request</b>		<b>Complete Date</b>	
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**Computer**


**Printer**


**Other**


**Request for Computer Equipment**

Equipment	Date Needed	Qty	Location/Person Signature	Ministry	Date Returned