

Computer Support Work Order Form

(Please Submit to Joel Reed in Room 101)

Name: _____

Date: _____

Office Address: _____

Faculty Member: _____

Budget / Fund to be charged: _____

PI / Supervisor Signature: _____

Work Request

Establish Server Account:

Penn State User ID: _____

Hardware / Software Installation:

\$37 / hr

Type of Computer (Mac / PC): _____

Hardware or Software to be installed: _____

System Configuration:

\$37 / hr

Type of Computer (Mac / PC): _____

System Troubleshooting / Repair / Virus Removal:

\$37 / hr

Describe Problem: _____

Office Use Only

Date Completed: _____

Work Performed: _____

Total Charge: _____

Initials: _____