



KIBABII UNIVERSITY
(Knowledge for Development)

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ICT MAINTENANCE REQUEST FORM
(Fill in Triplicate)

Ref /

PART I.

Department Requesting Services.....

TO: Director, ICT

Could you please arrange for the following repairs to be carried out on our computers as indicated below?

- 1.
- 2.
- 3.
- 4.

NameSignatureDate.....

PART II

Comments by Director, ICT

.....
.....

Signature..... Date

PART III

Comment by IT Technician (Include materials required if any)

.....
.....

NameSignature..... Date.....

PART IV

Head of Department / Section Head that requested for service

I certify that the job has been carried out (i) satisfactorily

(ii) Unsatisfactorily

Tick as appropriate)

NameSignatureDate.

