

Computer Service Request (CSR) - City of Cocoa

CSR # _____

REQUESTOR'S NAME	REQUESTOR'S PHONE
REQUESTOR'S LOCATION (Dept...Address)	TODAY'S DATE

MANAGERS SIGNATURE OF APPROVAL

PART 1: Type of Service(s) Requested (check all that apply): NEW Replacement

Hardware

17" Monitor (City Standard)

Printer Model: _____

Mouse _____

Standard Keyboard

Workstation (City Standard)

Laptop (City Standard)

Other; Specify: _____

Surveillance Equip; Specify: _____

Software

Product Name: _____

Use: _____

To be loaded on the following workstation (one per CSR) _____

Network Connection

Location _____

User: _____

Relocate / Setup Equipment

Type: _____

Location: _____

Date of Relocation: _____

PART 2:

For all purchase requests, Account # to be charged: _____

Grant purchase must include Grant name and HTE Grant #: _____

PART 3: Telephone Service Request:

If a list of charges is needed, please request from the Help Desk

New Telephone Line: User _____

Location _____

Existing Telephone Service Change Request _____

(enter detail below - i.e. additional services such as voicemail, call forwarding, etc or telephone line relocation)

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IT MANAGER APPROVAL: _____

Revised 6/19/17