

Haramaya University
 Information Communication Technology
 Technical Support and Maintenance Department



ሐረማያ ዩኒቨርሲቲ
 ኢንፎርሜሽን ኮሚኒኬሽን ቴክኖሎጂ
 ቴክኒካል ድጋፍ ሰጪና ጥገና ክፍል

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የአይሲቲ እቃዎች ጥገና መጠየቂያ ፎርም ACT Equipment Maintenance Request Form Req.№ _____

➤ **ፈጣንና ቀልጣፋ የአይሲቲ እቃዎች ጥገና አገልግሎት ሲፈልጉ ለአገልግሎት ከዚህ በታች ባሉት ባዶ ቦታዎች በአንድ ገጽ ላይ መረጃ ሞልተው የሞሉትን ፎርም አይሲቲ ቢሮ ቁጥር 1 ያስገቡ-If you need fast and proper ICT maintenance support, please fill and submit the form to the ICT Office Room № 1**

1. በጠያቂው የሚሞላ / To be filled by Requester

ስም / Name: _____ ኮሌጅ / College: _____

ክፍል / Department: _____ ስልክ ቁጥር / Phone №: _____

አንዳ ስም / Building Name: _____ ቢሮ ቁጥር / Office №: _____

2. የሚጠገኑ የአይሲቲ እቃ ዝርዝር ከታች ባለው ሳጥን ውስጥ ይሙሉ / Fill the ICT Equipment, to be maintained in table below

| № | የእቃ ስም/Name of Equipment | Model | Serial № | Inventory № | Brand | HU Asset № |
|---|--------------------------|-------|----------|-------------|-------|------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

➤ ችግሩን አይነት / Problem description:

➤ የጠያቂው ፊርማ / Requester signature _____ ቀን / Date _____ ሰዓት / Time _____

3. በክፍሉ ባለሞያ የሚሞላ / To be filled by Technical Support and Maintenance Department technician:

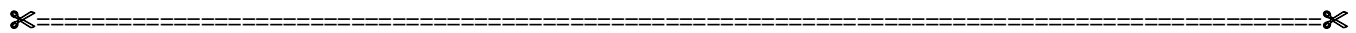
➤ ተስተካክለ / Fixed አልተስተካከለም / Not Fixed ቀጠሮ / Pending

➤ አስተያየት/Comment: _____

➤ የባለሞያው ስም / Technician Name _____ ፊርማ / Signature _____

4. ጠያቂው የጠየቀው አገልግሎት ተሰርቶ ሲያልቅለት የሚሞላው / To be filled by customer (Only if the requested work is done)

➤ የጨረሰበት ቀን / Finished date _____ ሰዓት / Time _____ ፊርማ / Signature _____



1. For Office (to be filled upon submission by Technical Support and Maintenance analyst) Req.№: _____

Name: _____ College /School: _____ Department / Section: _____ E-mail

/Phone №: _____ Building №/ Name: _____ Office / Room №: _____

2. Equipment type: _____

3. Request date and time : Date _____ Time _____

4. Request type: Phone E-mail In person

5. Assigned technician Name : _____ Signature _____