

# National Center for Agricultural Economics and Policy Research (NCAP)

## Requisition Form for IT Support/Assistance

Date: \_\_\_\_\_

Name \_\_\_\_\_

Room No \_\_\_\_\_

Pleas (✓)	Product	Desktop/Laptop	Printer	UPS	Server	Software	WAN/LAN	Other
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Problem Reported -----

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Date of Call Received	Date of Engineer Arrived	Date of Call Completed

### Call Status

☐

Call Closed

☐

Pending for Spares

☐

Pending for external  
support

☐

Other

Remarks -----

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Signature of the user

Signature of Engineer

Signature of Technical officer

(AKMU)