

Bule Hora University
 Information Communication Technology
 Technical Support and Maintenance
 Department



ቡሌ ሆራ ዩኒቨርሲቲ
 ኢንፎርሜሽን ኮሚኒኬሽን ቴክኖሎጂ
 ቴክኒካል ድጋፍ ሰጪና ጥገና ክፍል

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

➔ ፈጣንና ቀልጣፋ የአይሲቲ እቃዎች ጥገና አገልግሎት ሲፈልጉ ጀርባዎን ከዚህ በታች ባሉት ባዶ ቦታዎች በአንድ ገጽ ላይ መረጃ ሞልተው የሞሉትን ፎርም አይሲቲ ቢሮ ቁጥር 146 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: _____ College/Directorate: _____

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

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

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

№	የእቃ ስም/Name of Equipment	Model	Serial №	Inventory №	Brand	BHU Asset №

➤ ችግሩን አይነት / Problem description:.....

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

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

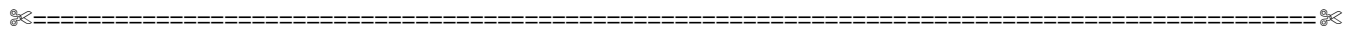
➤ ተስተካክለ / Fixed አልተስተካከለም / Not Fixed ቀጠሮ / Pending

➤ አስተያየት/Comment: _____

➤ የባለሙያው 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 _____