



KARATINA UNIVERSITY

ICT DIRECTORATE

User Support Work Ticket

Serial Number/Asset tag No :.....(ICT Use Only) Date:.....

School/Department/Section:..... Ext No:.....

A) To Director ICT:

Could you kindly arrange for the following services to be carried out at our department:

.....
.....
.....
.....

Name:..... Sign:.....

B) Comments by ICT Officer:

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.....

Parts to be repaired	Estimated Repair Cost
i.	Kshs:
ii.	Kshs:
iii.	Kshs:

Name:..... Sign:..... Date:.....

C) Comments by Requesting Department/Section:

.....
.....

Name:..... Sign:..... Date:.....

D) Comments by Director ICT:

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.....
.....

Sign:..... Date:.....