

VCA Computer Repair Form

Use this form when requesting that your VCA computer be repaired. Return the form along with the computer, case, power supply, etc. to your **Campus Coordinator**. The Campus Coordinator will enter the information into our repair tracking form. The IT Department will update the online repair form so that progress can be tracked. Surface Creek families can also use this form, and we will then notify Nate (the Tech in Surface Creek) of your request.

*** Required**

Is this repair request for a VCA owned computer? *

Check all that apply.

Yes

No

What is the VCA Computer Inventory # on the computer?

Inventory number should be engraved on the bottom of the laptop or back of computer.

Name *

Learner's name or Staff person's name

Email address of the contact person? *

5. Phone number for the contact person? *

What is the problem that needs to be fixed? *

Please be as specific and detailed as possible. The more we know, the faster we can resolve the problem.

What other items will you be dropping off with this computer? *

Please include the power cord and a case if you can. List everything else so that we can make sure to get it back to you.

Check all that apply.

- Power Supply Cord
- Carrying Case
- Mouse
- Jump Drive
- CDs, DVDs, or other Software
- Other: