

Information Technology Computer Liability Form

Bldg 3007 Room 113, Ph: 409 740 4714, helpdesk@tamug.edu



GALVESTON CAMPUS

-- PLEASE FILL OUT, PRINT AND BRING TO THE HELPDESK --

Information Technology is NOT responsible for any problems that occur with your computer while troubleshooting. You are responsible for backing up your data before bringing it to IT. We will troubleshoot personal computers but will not install any University Software or replace hardware on a personal computer.

Name:

UIN:

Phone: Email:

Title: *(Staff and Faculty Only)*

Dept: *(Staff and Faculty Only)*

Bldg: Room: *(Staff and Faculty Only)*

Supervisor: *(Staff and Faculty Only)*

Select One: University Computer Personal PC

Device Information:

Make: Model:

TAMUG Asset# *(University PC's Only)*

Serial Number

Power Supply Included: **Yes** **No** Computer Case Included: **Yes** **No**

Describe problem or what is needed:

Requestor Signature: Date:

Information Technology Internal Use Only

Ticket Number Logged By

Date Picked Up Time

Picked Up By