

INFORMATION TECHNOLOGY
HELP DESK REQUEST

From: _____
Name Work Area or Department

Email Address: _____ **Phone Number:** _____

Request Type: _____ **Request Date:** _____

_____ Internet/Web-Based Issue _____ Login Issue _____ Email Issue

_____ Printing Issue _____ Hardware Issue _____ Software Issue

_____ Other (*Please provide details*)

Request Details: _____

Return to the Church Office or Email to churchoffice@benhill-umc.org

FOR OFFICE USE ONLY:

Date Received in Administrative Office: _____
Route To: _____ Trustees _____ IT Support Help Desk
Work to be done: _____ _____ _____
Date Completed: _____ By: _____
Comments: _____ _____ _____