



THE WEST AFRICAN EXAMINATIONS COUNCIL
PRIVATE MAIL BAG NO.1022, YABA-LAGOS

IT SUPPORT UNIT (ICTD)
REPAIR/MAINTENANCE REQUEST FORM

TO BE COMPLETED BY A, B, AND C

A. STAFF/OFFICE INITIATING REQUEST

Name:	Division/Section/Office:
Product(s) Description:	
Brief Description of Problem:	
Signature:	Date

B. HEAD OF DEPARTMENT/ DIVISION OF REQUESTING STAFF/OFFICE

Name:	
Signature:	Date

C. e-FACILITY HARDWARE UNIT STAFF:

Repair Request Entry		
Product Name/Model	S/No.	Location

Received By:

Signature: Date :

Job ID/QUEUE: e-FAC/HU/.....