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	<b>DOCUMENT NAME</b>	<b>IT WORK REQUEST FORM</b>		
	<b>DOCUMENT NUMBER:</b>	<b>QMF115 ITW</b>	<b>Version Number</b>	<b>V 1.0</b>

**DATE:** \_\_\_\_\_

**REQUESTER:** \_\_\_\_\_

**DEPARTMENT/UNIT:** \_\_\_\_\_

**CATEGORY OF ISSUE**

**NETWORK**      
**HARDWARE**      
**SOFTWARE**      
**ITS**

**OTHER**  \_\_\_\_\_

**REQUEST INFORMATION**

**BRIEF DESCRIPTION:**

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**TICK BOX IF URGENT**

**SIGNATURE/INITIALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Forward this form to [IT@noguchi.ug.edu.gh](mailto:IT@noguchi.ug.edu.gh)

**OFFICIAL USE**

**Personnel detail to address issue:** \_\_\_\_\_

**Resource required:** \_\_\_\_\_

**Head of IT sign/ Initial:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#Send form back to requester if required