

Youngstown Metropolitan Housing Authority IS Request Form

Request Date _____ Due Date _____

Requested By _____ Department _____

<p><i>Emergency Calls:</i> Computer down No CCS/network login Problem with rent statements Problem with checks</p>
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Check if this is an emergency

ECS Requests/Problems

Please indicate which module (Accounts Payable, Tenant Accounting, Payroll, Section 8, Housing Eligibility, Work Order, Bank Reconciliation, General Ledger, Fixed Assets, Inventory Control, Purchase Orders, Housing Inspections) For all reports, indicate the date ranges, and any selection criteria or conditions. Indicate the project(s) and/or zones and the number of copies. For problems indicate what you were trying to do and where the problem occurred. Be as specific as possible.

Software/Hardware Requests/Problems

Please indicate the software package or hardware item and describe the problem/request in detail.

FOR IS USE ONLY

Status _____

Com. Date _____

IS Staff _____

NOTE: Only one request/problem per form.
Please allow up to 3 days for completion of requests.

