Klarstig

Procurement Government & Public Administration IT Support Request

Describe the service or action you need and the information required to assess and route the request. State the impact and timing clearly.

Contact and reference

Organization using this document

Your name or contact reference *

Email for a reply if needed

Information for this document

What are you requesting *

Reason and expected result *

Date needed

Operational priority *

- ☐ Routine
- ☐ Time sensitive
- ☐ Work is blocked

Who or what is affected *

Location system or project reference

Actions already attempted

Specific details

System device and error reference

Complete when relevant to this request.

Steps to reproduce business impact and troubleshooting attempted

Operating context

Public body service and case reference

Complete when relevant to this request.

Published procedure deadline and authorized receiving team

Team specific details

Sourcing request supplier or purchasing owner

Complete when relevant to this request.

Specifications alternatives approval limits and delivery requirements

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

Klarstig / Daniel Petry · klarstig.ai · hello@klarstig.ai · support@klarstig.ai · 800-781-1775 · 11917 Laurel Ave., Forestville, CA 95436, USA