Technology Work Order Request

One request per form

The Asset Tag and Room Number are REQUIRED for submitting Work Order requests, NO EXCEPTIONS. If the asset tag is missing, please inform the Media Specialist. For computer work orders, please use the Asset Tag # of the computer, not the monitor. Also, submit repair requests as problems occur. Please do not wait until the end of the school year!

Date: _____

Teacher: _____ **Room#:** _____

Asset Tag #: _____

Detailed Description of Problem: *Please be as detailed as possible and list any error messages received. This information is extremely important as it helps the IT Staff diagnose the problem prior to site visits, possibly decreasing wait time.*

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For LMS Only

Steps Taken:

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Did this resolve the problem: _____ **Yes** _____ **No**

Reported to Technology Department: _____ **Yes** _____ **No**

Date Reported to Technology Department: _____