

TECHNOLOGY WORK ORDERS
Return completed form to your school office

ONLY ONE WORK REQUEST PER SHEET

(DID YOU TRY TO RE-BOOT YOUR COMPUTER OR TURN YOUR PRINTER OFF AND ON?)

Building _____

Name _____

Date _____

Room Number _____

PLEASE DESCRIBE YOUR REQUEST IN AS MUCH DETAIL AS POSSIBLE. BE SURE TO INCLUDE THE **FIVE DIGIT MANCHESTER CITY SCHOOL ID NUMBER FOR COMPUTERS, MONITORS, AND PRINTERS.** THE FIVE DIGIT MANCHESTER CITY SCHOOL ID NUMBER MUST BE INCLUDED FOR THE COMPUTER NEEDING A REPLACEMENT MOUSE OR SPEAKER. THE FIVE DIGIT ID NUMBER FOR THE MOUSE OR SPEAKER IS NOT REQUIRED. IF YOU ARE REQUESTING PRINTER TONER BE SURE TO INCLUDE THE TYPE OF PRINTER (I.E. HP1012).

WORK ORDERS NOT PROPERLY COMPLETED WILL BE RETURNED.

Description of Work Requested
(Use back of page if necessary)

FOR TECHNOLOGY DEPARTMENT USE ONLY

DATE RESOLVED _____

RESOLVED BY _____

ACTION TAKEN: