**IT Work Order**

The IT Work order should be utilized when you are experiencing issues with the following items/equipment: Desktop computer, Laptop, iPad, Land Line Phone, Cell Phone, Printers, Photocopier, Scanner, Internet, Wi-Fi, Software programs, email, etc.

When appropriate prior to completing a work order, please perform basic troubleshooting, such as turning the device on and off, unplugging the device, etc.

**Date Requested:** Click or tap here to enter text.

**Requested by:** Click or tap here to enter text.

**Site:** Click or tap here to enter text.

**Equipment/Software Impacted:** Click or tap here to enter text.

**Please briefly describe the type of issue you are experiencing, what you have done to try to fix it, and how long it has been occurring:** Click or tap here to enter text.

Once this form is completed, please forward to your direct Supervisor and Betsy Norcross Plourde.

Administrative Use Only

Work Order # Assigned: Click or tap here to enter text.  
Logged on Work Order Spreadsheet: Click or tap here to enter text.  
Tech Assigned: Click or tap here to enter text.  
ED Notified if Critical: Click or tap here to enter text.  
Date Tech Assigned: Click or tap here to enter text.  
Date Work Order Completed: Click or tap here to enter text.  
Verified with Staff issue is resolved: Click or tap here to enter text.  
Date issue is resolved: Click or tap here to enter text.