

Calhoun County School Board - Computer Services Request/Work Order

School Section	School Name:	Point of Contact:
	Computer Location:	
	Detailed Description of Problem: (Do Not Say "Computer Broken," Be descriptive as "computer does not print in MS Word but does in everything else." Please include error code or message that may appear on screen.)	
	Please Rate the Urgency of this Computer Services/Work Order Request	Priority One (1) "Classroom is in a DOWN Condition/Mission Critical"
STC	Notes:	Priority Two (2) "Major Inconvenience, Correction should be made ASAP"
		Priority Three (3) "Minor Inconvenience, Next Time Technician is on Campus"
	Date/Time Received at STC:	Tech Notified Date/Time:
TECHNICIAN	Technician Assigned:	Completed Date/Time:
	Technician's Notes:	
	Parts Required:	Order Date:
		Purchase Order:
Received Date:		
Invoice Number:		