

Pickens County Board of Education Technology Department Work Order

Name of School _____

Date: _____

Teacher Name: _____

Planning Time: _____

Building/Room No.: _____

Routine Work Request: Yes No

Emergency (Network Completely Down Only) Yes No

Select Type of Work Order Requested

Login Problem Write To Read Lab Printer Network

Distance Learning Computer Lab Software Hardware

Select PC Type: Dell _____

Please List Errors or Other Information

Work orders will be processed in the order in which they are received. There will be a twenty-four hour response time for software problems. There will be a three day turn around time for hardware problems.

NO WORK WILL BE DONE WITHOUT A WORK ORDER ON FILE.