



# UNION COUNTY SCHOOL DISTRICT

*Building The Future One Child At A Time*

## **WORK ORDER**

DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ EAST UNION \_\_\_\_\_ INGOMAR \_\_\_\_\_ MYRTLE \_\_\_\_\_ WEST UNION

TEACHER NAME/ROOM NUMBER: \_\_\_\_\_

PLEASE CHECK ONE:

\_\_\_\_\_ TECHNOLOGY REPAIR/CONCERN /QUESTION – DALTON BUTLER

\_\_\_\_\_ TECHNOLOGY TRAINING FOR EQUIPMENT OR SOFTWARE – JENNIFER MCCORMICK

**ASSET NUMBER IF AVAILABLE OF ITEM IN NEED OF REPAIR:**

**DESCRIPTION OF ISSUE** (BE SPECIFIC ABOUT THE ISSUE OR THE KIND OF TRAINING YOU ARE REQUESTING)

---

---

---

---

---

PLEASE TURN THIS IN TO THE SCHOOL OFFICE. THE INFORMATION YOU PROVIDE ON THIS FORM WILL BE ENTERED INTO THE WORK ORDER SYSTEM. PLEASE ALLOW 5-7 DAYS FOR A RESPONSE. THANKS FOR YOUR PATIENCE AS WE TRY TO MEET EVERYONES TECHNOLOGY NEEDS.

FOR OFFICE USE ONLY:

DATE ENTERED INTO REMOTE LINK WORK ORDERS: \_\_\_\_\_

INITIALS OF PERSON MAKING ENTRY: \_\_\_\_\_

**KEN BASIL**  
*Superintendent*

**WINDY FAULKNER**  
*Assistant Superintendent*

**BOARD OF TRUSTEES**  
MICKEY BASIL  
MIKE BROWNING  
TERRY COOK  
WAYNE MAHON  
DAPHNIA McMILLEN