



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