

ZACHARY COMMUNITY SCHOOL BOARD TECH DEPARTMENT WORK ORDER

Northwestern Elementary

Zachary Elementary

Northwestern Middle

Zachary High

For Software Problems Complete this Section

Description of Problem:

Application:

Networked Program? Yes No

For Hardware Problems Complete this Section

Description of Problem:

Choose Your Equipment Type:

Computer Printer Scanner

Scan Converter NetTV

Other _____

Tell Us About The Equipment

Make: _____

Model: _____

Serial Number: _____

Teacher Name: _____

Classroom Number: _____

Location/Machine Number: _____

Action Taken to Resolve the Problem

Date Submitted: _____

Resolution

Work Order: _____

Date: _____

Technician: _____

Time Spent: _____

Notes: _____
