

Print this template and fill out before placing TRACK-IT Work Order

Department:

Equipment serial number:

Computer Name:

Computer Serial/Service tag #:

Description of issue:

Directions and examples for filling out information for TRACK-IT work order (above):

(Provide one of the three department areas:)

Department: school, child nutrition, or exceptional children

(If audio visual or electronic equipment provide serial number:)

Equipment serial number:

(If computer provide:)

Computer Name: example – e380ild00031801

Computer Serial/Service tag #: example - 34fz79er

(Provide detailed description of issue:)

computer will not boot, flashing amber power light button