

**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:

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**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**