

P.S.101Q COMPUTER INTERNAL WORK ORDER



Date: _____

Room #: _____

Teacher's

Name: _____

	PROBLEM DESCRIPTION: _____ _____ _____ _____ _____	EQUIPMENT TYPE: <input type="checkbox"/> Desktop <input type="checkbox"/> Laptop <input type="checkbox"/> Printer
DOE TICKET NEEDED? <small>(For Mr. Hyman only)</small> Y / N	SOFTWARE INSTALLED (if any): 	IP ADDRESS:
	MODEL #: 	
	ASSET ID#: 	
	SERIAL #: 	

Teachers: Please submit any computer-related problems to Mr. Hyman using this internal work order. Issues will be resolved only if this form is submitted. You can also call the NYC Department of Education Help desk at (718) 935-5100. Please place this internal work order in Mr. Hyman's mailbox.