

P.S.101Q COMPUTER INTERNAL WORK ORDER



Date: _____

Room #: _____

Name: _____

PROBLEM DESCRIPTION:

EQUIPMENT TYPE:

____ Desktop

____ Laptop

____ Printer

MODEL #:

ASSET ID#:

(STICKER FOUND ON YOUR COMPUTER)

SERIAL #:

(STICKER FOUND ON YOUR COMPUTER)

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 Depart. of Education Help desk at (718) 935-5100. Please place this internal work order in Mr. Hyman's mailbox.