



INFORMATION TECHNOLOGY WORK ORDER

NAME PHONE #/EXT. EMAIL		DEPARTMENT CITY DATE OF REQUEST URGENCY [LOW/MEDIUM/HIGH/EMERGENCY]	
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WORK REQUESTED:

DETAILS:

Include 1) Reason for Request, 2)Desired Completion Date, and 3) Impact if Not Completed:

Indicate funding code to charge costs associated with this work order to (if known):

<p>Funding Authorization:</p> <hr style="width: 80%; margin-left: 0;"/> Signature of Authorized Employee/Date	<p>KEY TO URGENCY LEVELS: Low=When Time Allows Medium=Within One Week High=Same Day Emergency=Right Now/Same Day</p>
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