### INFORMATION TECHNOLOGY WORK ORDER

**NAME**

**PHONE #/EXT.**

**EMAIL**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CITY</th>
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**DATE OF REQUEST**

**URGENCY**

[LOW/MEDIUM/HIGH/EMERGENCY]

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**WORK REQUESTED:**

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**DETAILS:**

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

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

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**Funding Authorization:**

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**KEY TO URGENCY LEVELS:**

Low=When Time Allows
Medium=Within One Week
High=Same Day
Emergency=Right Now/Same Day

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Signature of Authorized Employee/Date