



Larry L. Powell, Superintendent  
Fresno County Schools

Work Order #: \_\_\_\_\_

Total Billed: \$ \_\_\_\_\_

Date Closed: \_\_\_\_\_

# Information Systems & Technology

## Service and E-Mail Request Form

### FCOE Department & District Information

FCOE Dept. or District Name \_\_\_\_\_ Prepared by \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_ Ext.# \_\_\_\_\_ Location \_\_\_\_\_ Room # \_\_\_\_\_

### Request Information

Software - check one  
 PC  MAC

Hardware - check one  
 PC  MAC

Describe services requested:  
 (Please include all details and attach additional sheets if needed for further description)

Other  Network

New E-mail Account  
 All user must have completed the Acceptable Use Policy form prior to work order request.

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Password (All New E-Mail Accounts MUST have a password)

(Your password must be at least 6 characters long. It should not include any part of your name. We recommend you use letters, numbers and punctuation in your password. Once your password is received by IS&T. It will be kept in strict confidence)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### FCOE Department Approval

### For District Use Only

Department Approval \_\_\_\_\_ Date \_\_\_\_\_

PO Number \_\_\_\_\_

\*NOTE: SIGNATURE APPROVAL REQUIRED BEFORE WORK ORDER CAN BE PROCESSED.

SACS budgetline to be charged (Completed by Requestor) - ALL FEES ARE SUBJECT TO CHANGE

FUND	RESOURCE	PRO YEAR	GOAL	FUNCTION	OBJECT	DEPT.	MGR
					571055		

District Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Technology Specialist Use Only

Assigned to: \_\_\_\_\_ Date Completed: \_\_\_\_\_ N/S Labor hrs. \_\_\_\_\_  
 Billed at \$50/hr (Remote/Onsite) Billed at \$70/hr

Miles: \_\_\_\_\_ Mileage Cost: \_\_\_\_\_ Travel Time: \_\_\_\_\_ No. of Lic: \_\_\_\_\_ Lic. Fee: \$ \_\_\_\_\_ Total Charges: \$ \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Department Head Approval \_\_\_\_\_ Date \_\_\_\_\_