**Before** creating a SchoolDude work order, Assistant Superintendent approval (via email), and the following information is required:

* Employee name (Who the phone will be assigned to)
* BCOE employee i.d. number (From Escape)
* Phone number **(If request is for an upgrade to an existing line)**
* Division name
* Department name
* Site address (Employee’s assigned site)
* Site area code (The area code in which they will be using the device most frequently)
* Device delivery address (If outside the BCOE courier routes)
* Escape account code to be charged

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| --- | --- |
| **Employee Name** |       |
| **Employee I.D.** |       |
| **Phone Number** |       |
| **Division Name** |       |
| **Department Name** |       |
| **Site Address** |       |
|  |       |
|  |       |
|  |       |
| **Site Area Code** |       |
| **Device Delivery Address** |       |
|  |       |
|  |       |
|  |       |
| **Escape Accounting Code** |      -     -     -     -     -     -     -      |

**If Assistant Superintendent approval OR requested information is missing or incomplete, the work order will be placed on hold until all information is received.**

**Once all information is received and the order placed, estimated delivery of the new device is 5-7 business days.**