**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

|  |  |
| --- | --- |
| **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.**