**After** 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 **(Only if request is for an upgrade to an existing line)**
* Division name
* Department name
* Site address (Employee’s assigned site)
* Escape location, responsibility, and department codes
* Escape account code to be charged

|  |  |
| --- | --- |
| **Employee Name** |       |
| **Employee I.D.** |       |
| **Phone Number (Only if request is to upgrade an existing line)** |       |
| **Division Name** |       |
| **Department Name** |       |
| **Site Address** |       |
|  |       |
|  |       |
| **Escape “Location” code** |       |
| **Escape “Responsibility” code**  |       |
| **Escape “Department” code** |       |
| **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.**

**\*If the item is being delivered to an area outside the BCOE courier routes, the requesting department is responsible for shipping the item to the assigned employee.**