



Standing Rock Sioux Tribe  
**INFORMATION TECHNOLOGY**  
**DEPARTMENT**  
ITDept@standingrock.org

P.O. Box D  
Fort Yates, ND 58538  
(701) 854-8551  
(701) 854-8550  
FAX (701) 854-8615

### Work Order Request Form

**Employee Name:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone/Ext.:** \_\_\_\_\_

**Dept. & Location:** \_\_\_\_\_ **Date & Time:** \_\_\_\_\_

**Type of Issue:**

- Error Message     Email Issue     Software Problem     Hardware Problem  
 Install Hardware     Install Software     Cell Phone Problem     Printing Problem  
 Fax Problem     Phone/Shoretel Problem     Network Problem/No Connection     Request to Move Equipment  
 Other: \_\_\_\_\_

**Describe *in detail* the problem you are having:**

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

***I.T. Department Section Only:***

**Resolved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Notes:**