

Warranty Replacement Directions

- ✓ Begin Asset Transfer/Surplus/Disposal Form with the information on the broken item. The form will not be complete until replacement item is documented on form.
- ✓ **Keep the original until replacement received.**
- ✓ Contact Marla Steeves at 357-6093 for original purchase order number.
- ✓ Document asset tag number, serial number and purchase order number on form.
- ✓ Fax copies of the preliminary form to Marla Steeves, fixed assets, at 357-6092 or 357-6066 and Vera Hill, warehouse, at 459-6569, and include a fax copy to Debra Pease, IT, at 357-6171.
- ✓ Warehouse receives replacement, tags and documents serial number and can now release item to correct site.
- ✓ Complete asset transfer form upon receipt of replacement item with new asset tag, serial number, and have form signed by your school site principal.
- ✓ Make copies for your records.
- ✓ **Send original** to Marla Steeves in fixed assets and a copy to Debra Pease in the IT office.
- ✓ Setup the replacement equipment in its proper location and close the work order for this job.

June 26, 2007 – C. Mitchem

Cc: Vera Hill, Lee Snodgrass, C. Smart, M. Steeves, C. Rausch, P. Martin