

CAMDEN BOARD OF EDUCATION

Technology Department

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Hardware Request Form

Directions: PLEASE COMPLETE ALL REQUESTED INFORMATION ON THIS FORM AND RETURN TO THE TECHNOLOGY COORDINATOR OR DESIGNATED PERSON(S) FOR SUBMISSION INTO TROUBLE TRAKKER. Thanks for your assistance.

Frank Carter, Technician Manager

✓ list For **Repairs**

or

✓ list for **Installs**

- All plugs in tightly.
- Check for a disk left in the disk drive (remove)
- The monitor or printer turned on?
- Restart your computer or printer.
- Identify with label or tag, the broken unit (s)**
(ALL ABOVE BOXES HAVE BEEN CHECKED)



- Table for computer
- Room # and location
- Lock device available

(ALL ABOVE BOXES HAVE BEEN CHECKED)

School _____ Date _____

Contact Person _____ Rm. No. _____ Phone No. _____

Equipment Type/Model _____

(Must be filled in)

Serial Number _____

District ID Code _____

Password (if any) _____



Please state existing problem with equipment, in detail:

Conformation TT ticket number