

CAMDEN BOARD OF EDUCATION

Technology Department

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REPAIR 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**

- 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)

School _____ Date _____

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

Equipment Type/Model _____

Serial Number _____ *(Must be filled in)*

District ID Code _____

Please state condition of equipment (working, not working, etc.)



Conformation TT ticket number _____