

Procedure for Requesting Equipment Repairs

When you have equipment that needs repairs:

- A) Complete the top portion of the Request for Equipment Repair Form.
- B) Send the completed form and the piece of equipment to your campus secretary.
- C) The campus secretary will contact the appropriate repair person and complete the bottom portion of the form.
- D) Once the equipment has been sent for repair, the campus secretary will send a copy of the completed form to the Central Office.
- E) Once the equipment has been returned, send the invoice to the Central Office.

Note to Secretaries: If you are unaware of where to have the equipment repaired, contact the Central Office.