

FORM FA-6

**CARTERET COUNTY SCHOOLS WAREHOUSE
A/V EQUIPMENT REPAIR PICKUP FORM**

This form is to be FAXED to the warehouse (728-3614) by the school's computer technician for requesting the transport of A/V equipment to Parkway TV for repair. All repairs must be authorized and this form signed by the school's computer technician. **After faxing, place the original form with the equipment to be picked up.**

SECTION 1 - REQUESTOR:

SCHOOL #: _____ School Name: _____

DATE: _____ AUTHORIZED BY (Tech Signature): _____

SECTION 2 - EQUIPMENT TO BE REPAIRED (Asset # & Description and problem):

ASSET #:	TYPE OF EQUIPMENT	PROBLEM

SECTION 3 - PICK UP FROM SCHOOL:

DRIVER SIGNATURE: _____ DATE: _____

SECTION 4 - DELIVERY TO PARKWAY TV:

The equipment listed above was received by Parkway TV*:

Printed Name: _____

SIGNATURE: _____ DATE: _____

Equipment was: Repaired Nonrepairable

***Parkway TV - Call 728-5115 to arrange pickup after repair OR if item is deemed nonrepairable.**

SECTION 5 - RETURN OF EQUIPMENT TO SCHOOL:

The equipment listed above was returned to the school/facility: _____ DATE: _____

RECEIVED BY (School Rep): _____

PRINTED NAME: _____

DRIVER SIGNATURE: _____

Cc: Harry Smith

If nonrepairable, Cc to Nancy Lawrence