

1.24 **Equipment Work Request**

POLICY:

The Local Agency will use the designated form to request repair of computer equipment.

PROCEDURE:

A. Before Repair

1. The Local Agency Director will complete the top portion of the **Equipment Work Request (see Attachment #1)** and fax or mail the form to the State Agency.
2. The State Agency will notify the Local Agency Director of the date of the scheduled repair.

B. After Repair

1. The State Agency will complete the lower portion of the form and return it to the Local Agency Director once the work is completed.

ATTACHMENTS:

1. Equipment Work Request