

## School: Device Out for Repair

Location	JCSD#	Serial#	Model	Federally Funded	Damaged Screen	Damaged Keyboard	Damaged Battery	Non Repairable	Fixed	Pickup	Notes

## **Federal Programs Disclaimer**

I hereby acknowledge that by signing this form, I am accepting responsibility for notifying the Federal Programs Coordinator if any device purchased with 71 district funds (Title, ESSER, SIG) will be moved from its assigned location for any of the following reasons. The Federal Programs Coordinator will contact other departments if needed.

- If an item is being sent to the JCSS for repair.
- If an item is under manufacturer warranty and will need to be shipped off for repair.
- If an item is damaged beyond repair, has been board approved for discard, and is being sent to the JCSS for retention.

School Asset Manager	Date	IT Manager (Pick-up)	Date
On-Site Technician (Review)		Help Desk Technician	_ Date