

Any time school equipment is in need of repair, the procedures listed below must be followed.

SECTION 1 REPAIR OF EQUIPMENT UNDER MAINTENANCE AGREEMENT

The following District equipment is normally covered by a maintenance agreement:

Copiers

If a piece of equipment that is covered by a maintenance agreement is in need of repair, the Vendor must be contacted by the campus personnel. After the serviceperson makes the repair, an authorized person at the school should sign an invoice or repair slip. This invoice or repair slip should be kept for reference.

If one of the above listed pieces of equipment is not covered by a maintenance agreement, the school should submit a requisition for the repair.

SECTION 2 OTHER EQUIPMENT FOR REPAIR

If equipment other than that listed above is in need of repair, a work order should be completed and submitted to the Maintenance/Technology Department. The work order should state the following:

- ◆ where the equipment is located and can be picked up
- ◆ the type of equipment
- ◆ model number, serial number, and NISD tag number
- ◆ the vendor where purchase was made
- ◆ warranty information
- ◆ budgetary account number
- ◆ the type of problem or repair needed

Warehouse personnel will then pick up the equipment. Under no circumstances should anyone from the school send the equipment to the warehouse or Vendor.

SECTION 3 DISPOSAL OF EQUIPMENT

Equipment may be disposed of in the following ways:

- ◆ At the direction of the Business Manager, the sale of equipment may be competitively bid; or
- ◆ A list of equipment is prepared for board approval to be sold in an auction (usually once a year).
- ◆ inventory removal)