

## **1.24** **Equipment Work Request**

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### **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 1.24**) 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**

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