

## **EQUIPMENT REPAIR RECORD**

**Purpose:** It is essential to keep an accurate record of system malfunctions and/or repair. This policy describes the process for initiating a repair and recording the event.

**Procedure:**

1. When RIS hardware needs repair an 'Equipment Repair Record Form' must be completed and forwarded to RIS personnel.
2. Hardware includes CPU, barcode printer, LaserJet printer or other hardware used by RIS.
3. Each section manager is responsible for hardware repair. Follow LSUHSC Administrative Directive Policy 3.1.2 (Repair Procedure) for equipment repair.
4. Once the equipment has been repaired, forward the Equipment Repair Record Form and a copy of the invoice which lists the cost of the repair to the RIS office.

## EQUIPMENT REPAIR RECORD FORM

Device: Location:

Serial #: LSU #:

Date of Equipment Problem:

Nature of Problem:

Person notified:

Date notified:

Nature of Repair:

Date of Repair:

Cost of Repair:

Forward completed form to RIS personnel. If service was performed at a cost, include a copy of the ticket and/or P.O. to include the total cost and date of the repair.

**THIS SPACE for RIS PERSONNEL**

Reviewed by: Date:

Additional Notes:

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