

**CRENSHAW COUNTY COMPUTER AND TELEPHONE  
MAINTENANCE FORM**

Part 1 (To be completed by computer operator)

LOCATION OF EQUIPMENT: \_\_\_\_\_  
DATE: \_\_\_\_\_  
REQUESTED BY: \_\_\_\_\_  
APPROVED BY: \_\_\_\_\_ (Must be signed by Principal)

(FAX 335-4291 OR e-mail [pballard@crenshaw-schools.org](mailto:pballard@crenshaw-schools.org))

DESCRIPTION OF PROBLEM (one computer per form please)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Part 2 (Completed by maintenance)  
PARTS AND ESTIMATED COST TO REPAIR (must be completed by tech office)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAXED TO \_\_\_\_\_ FAX NUMBER \_\_\_\_\_  
DATE FAXED \_\_\_\_\_

Part 3 (Completed by Principal)  
PURCHASE ORDER NUMBER \_\_\_\_\_  
(For repair parts if requested)

1. Approval by Principal \_\_\_\_\_ Date \_\_\_\_\_
2. Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

Part 4 (Completed by maintenance)  
FAXED P.O. RECEIVED FOR REPAIR PARTS DATE \_\_\_\_\_  
DATE ORDER COMPLETED \_\_\_\_\_

\_\_\_\_\_