

Computer Refresh Request

(For use by ESs—complete and send with school computer for repair to an approved vendor)
Take computer, any software or recovery disks that came with it, and the warranty information along with this completed form to computer vendor

School Name: _____ PO #: _____

ES Code: ES _____ ES Name: _____

ES e-mail address: _____ ES Phone: _____

Serial Number(s): _____

Software keys: _____

Warranty Info Name: _____ Number: _____

All software is with the computer Software is lost Not under warranty

In addition to a “refresh”, please check on these possible problems:

=====

I have submitted the above referenced School PO for the agreed to price for the following services:
(Vendor: Please do not start this “refresh” until you have received the PO directly from the school. Repairs may not exceed the cost on the PO without approval from the school office.)

A “refresh”, which will consist of: (vendor, please check when completed)

1. ___ Remove all personal files and ISP accounts from the computer
2. ___ Remove all non-standard, non-educational programs (Ask ES listed above if unsure)
3. ___ Check all components for proper operation
4. ___ Replace any non-operational components (if covered by referenced warranty)
5. ___ Defragment the hard drive
6. ___ Reformat the drive and reinstall programs, if necessary

Items listed below are damaged and not covered by warranty: (Vendor: repair/replacement of these items will require an additional school PO—DO NOT DO THIS WORK WITHOUT THE PO IN YOUR POSSESSION!!)

Estimate of cost: _____

ES Signature: _____ Date: _____