

Procedure for ...
Damaged PC and Peripherals

Building principal will determine if the child can take home the loaner PC.

Damage Reported by Teacher to Media Specialist

Media Specialist and Principal review damage. If it is a PC, case, or charger, complete a tech request.

Accidental or Intentional?

ACCIDENTAL

Item (PC, Charger, Case) replaced by Tech [process is the same as for INTENTIONAL but Accounts Payable is not told of costs, if any]

INTENTIONAL

PC: Fixable or Not Fixable?

FIXABLE: Tech sends unit in for repair

Unit is fixed by vendor depot and USD 475 is billed.

Unit is returned to the building and tech informs Building Principal of repair cost. USD 475 letter is sent to parents to inform them of cost. Money and receipt is sent to DC finance department.

NOT FIXABLE: Tech returns a NEW PC to building

Tech informs Building Principal that it was replaced, not repaired. The Building Principal will look at chart for cost of item. USD 475 letter is sent to parents to inform them of cost. Money and receipt is sent to DC finance department.

Charger? Case?

Tech replaces Charger and/or Case

Media Specialist will tell the principal/secretary to charge the parent the cost on the approved list.

The building will collect the money. USD 475 letter is sent to parents to inform them of cost. Money and receipt is sent to DC finance department.

	Tax	PC	Chargers	Cases
JCHS	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
JCMS	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
FRMS	7.75%	\$ 524.74	\$ 57.11	\$ 11.85
WE	7.75%	\$ 524.74	\$ 57.11	\$ 11.85
EI	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
FRE	7.75%	\$ 524.74	\$ 57.11	\$ 11.85
FR	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
GV	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
JE	7.50%	\$ 523.53	\$ 56.98	\$ 11.83
LI	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
MO	7.50%	\$ 523.53	\$ 56.98	\$ 11.83
SH	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
WR	7.75%	\$ 524.74	\$ 57.11	\$ 11.85
WA	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
SV	9.75%	\$ 534.48	\$ 58.17	\$ 12.07
MI	7.75%	\$ 524.74	\$ 57.11	\$ 11.85
SZ	7.75%	\$ 524.74	\$ 57.11	\$ 11.85

Contact Ardena Carlyon, she will add the cost of the item to their Skyward account and then the parents can pay for it online. They will send an email to the library media specialist when it is paid online.