



DEPARTMENT OF EDUCATION
 PROPERTY, PROCUREMENT AND AUXILIARY SERVICES
 4386 ANNA'S RETREAT, LAGA BUILDING
 ST. THOMAS, US VIRGIN ISLANDS 00802-6746

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DEFECTIVE EQUIPMENT FORM

Purchase Order Information

PO Number	Vendor Name
Initiator / School / Division	

Equipment Information

Tag Number	Manufacturer	Model	Serial Number
Warranty Expiration Date		Return Material Authorization (RMA)	

Initial Vendor Contact

Date	Contact Person
Telephone/Fax	Email
Comments	

Mailing Information

Date Mailed	Tracking Number
Address	

Replacement Asset Information

Replaced Repaired

Tag Number	Manufacturer	Model	Serial Number
Warranty Expiration Date		Return Material Authorization (RMA)	

Date Closed _____