



Los Angeles Unified School District
ITD CSRU – Radio Unit (Location Code: 0787)

<http://achieve.lausd.net/radiounit>

PH: (323) 224 2410

EQUIPMENT REPAIR FORM

DATE	School/Office Name	Location Code	(Circle One)	
			CUSTOMER PICK-UP	SHIP BACK
Responsible Person				
Name		Employee Number	Phone Number	

#	Model Number	Serial Number	Problem (if known)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

PLEASE INCLUDE BATTERY WITH THE RADIO. DO NOT SEND IN CHARGERS. IF A CHARGER IS NOT WORKING, DO SEND BOTH THE PIECES, AS WE DO NOT REPLACE THE MISSING PIECE. NORMAL TURNAROUND TIME IS 10 WORKING DAYS BASED ON PARTS AND AVAILABILITY. PLEASE SEND ALL ITEMS IN A BOX AND NOT IN AN ENVELOPE. SEND UNITS TO ITD - RADIO UNIT (LOC # 0787) VIA TRUCK OPS (SCHOOL MAIL).