



ADMINISTRATIVE  
POLICIES AND PROCEDURES MANUAL

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SUBJECT

PURCHASING

SUB-TOPIC

REPAIR OF EQUIPMENT

**Repair of Equipment on Campus:**

If equipment is in need of repair and repair can be made on campus, call the Purchasing Office (Ext. 2300). The following information is required before an order can be issued for equipment repair:

1. Make, model and serial number of the equipment.
2. The UTD Property Inventory number.
3. The room number where the equipment is located.
4. The hourly rate for labor. Firm pricing is required. A total dollar amount not to be exceeded for the repair.
5. A requisition and account number.

A verbal purchase order may be issued but a purchase requisition must immediately be forwarded to the Purchasing Office.

**Repair of Equipment off Campus:**

If equipment in need of repair must be shipped or taken off campus to be repaired, call the Purchasing Office (Ext. 2300). The following information is required before an order can be issued for equipment repair:

1. Make, model and serial number of the equipment.
2. The UTD Property Inventory number.
3. The hourly rate for labor. Firm pricing is required. A total dollar amount not to be exceeded for the repair.
4. A requisition and account number.
5. Identify the type of repair: warranty, upgrade, calibration, overhaul, etc.
6. Identify who is to be responsible for the freight charges.



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REPAIR OF EQUIPMENT - Continued

7. Equipment must be taken to the Receiving Office for the preparation of a Packing List. The Receiving Department will then ship the equipment to the vendor or the requisitioner may hand carry the equipment to a local vendor following the above procedure.

A verbal Purchase Order **may** be issued before the equipment leaves the campus, but a Purchase Requisition must immediately be forwarded to the Purchasing Department.