



SCHOOL BOARD OF BREVARD COUNTY REPLACEMENT UNDER WARRANTY FORM

INSTRUCTIONS

1. To inform Property Control about a tagged asset's replacement under warranty exchange, fill out **Section 1** of this form and e-mail it to Property Control.
2. Property Control will update Asset Management and create a replacement tag for the new asset. Property Control will mail this form back to the requesting site's property custodian with the replacement tag attached. At that time please complete the form and return it to Property Control.

SECTION 1 – REPLACEMENT UNDER WARRANTY INFORMATION

SITE: (School/Department **NAME**) _____

COST CENTER: (School/Department **NUMBER**) _____

ASSET NUMBER: _____

ORIGINAL SERIAL NUMBER: _____

NEW SERIAL NUMBER: _____

Please include all pertinent information about the warranty exchange:

Please attach available backup documentation about the warranty exchange.

Backup documentation is included: Yes No

Explanation of why no backup documentation is included:

Click the submit button to attach this form to an email.
Please include backup documentation as a separate attachment.

SECTION 2 – PROPERTY TAG REPLACEMENT CONFIRMATION

The tag is being sent to your site on _____ by _____. Please affix the tag to the corresponding asset, complete the information requested below and return the form to Property Control no later than _____. If you are unable to make this deadline please contact me immediately at extension _____.

I, _____, have received the requested replacement tag and will assure
Signature of Property Custodian (**Principal/Director** or above)

that it is affixed to the correct asset either by myself or by a designee.

ASSET TAGGED BY: _____
Printed name of person affixing tag

DATE: _____
Date tag was affixed to asset

Signature of person affixing tag