

Equipment Replacement Request Form for APAC FamilySearch Centers



This form must be completed by the FamilySearch Center (FSC) Coordinator when a computer or printer is deemed non-repairable after being reported via the FIR App. The completed form requires the endorsement of the Stake President before submission to the Area FamilySearch Support Team.

FamilySearch Center Information

FamilySearch Center Name and Unit Number:

Ward or Stake:

FSC Coordinator's Name:

FSC Coordinator's Email:

FSC Coordinator's Phone Number:

Current Center Equipment Inventory

Total Number of Computers*:

Total Number of Printers:

*If the center has a significant number of computers, please complete the Technology Needs Assessment Form.

Equipment Failure Details

Equipment Make and Model	Service Tag / Serial Number	Description of Issue	Computers only:
			Upgraded to Chrome OS Flex?
			Upgraded to Chrome OS Flex?
			Upgraded to Chrome OS Flex?

Disposal Agreement

By signing below, the Stake President and FSC Coordinator certify the following regarding the failed equipment:

- **Removal Compliance:** Failed units will be disposed of through Facilities Management using the certified disposal process.
 - **Contact Facilities Management for disposal.**
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Requested by: (All signatures are required in order to process the request)

FamilySearch Center Coordinator

Stake President

Name

Name

Signature

Signature

Date

Date