

THE SCHOOL DISTRICT OF PHILADELPHIA
INFORMATION TECHNOLOGY
400 NORTH BROAD STREET, SUITE 403
PHILADELPHIA, PA 19130

INFORMATION SYSTEMS

TELEPHONE (215) 400-4410
 FAX NO. (215) 400-4411

Damaged Technology Inventory Removal Form

In accordance with the School District of Philadelphia’s Computer Repair Policy, the Technical Support Specialist has determined that the cost to repair the equipment listed below exceeds 50% of the replacement cost for the unit. A Personal Property Disposal (PPD) document should be prepared in the Advantage Financial System using the “Damaged” (DM) code to properly remove the item(s) from inventory. For physical removal of computer/technology equipment, contact the Help Desk at (215) 400-5555 or helpdesk@philasd.org to create a request.

SDP Asset Tag #	Serial Number	Make	Model	PPD Document #

Please forward a copy of this form to the Office of General Accounting, 440 N. Broad Street, Suite 322, Portal B or via email to personalproperty@philasd.org.

Administrator _____ Date _____
 (Print)

Administrator _____
 (Signature)

Location _____ Location Number _____

Technical Support Specialist _____ Date _____