



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES



Department of Property & Procurement
Fixed Asset Management Division
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DEFECTIVE EQUIPMENT FORM

Purchase Order Information

PO Number	Vendor Name
Agency / Department / Division	

Equipment Information

Tag Number	Manufacturer/Model	Description	Serial Number
Warranty Expiration Date		Return Material Authorization (RMA)	

Initial Vendor Contact

Date	Contact Person
Telephone/Fax	Email
Comments	

Mailing Information

Date Mailed	Tracking Number
Address	

Replacement Asset Information

Replaced ☐

Repaired ☐

Tag Number	Manufacturer/Model	Description	Serial Number
Warranty Expiration Date		Return Material Authorization (RMA)	

Date Closed
