To request a power cord for a laptop…

1st   Notify me @ taronej@hasdk12.org by email.

2nd   I will pick up the cord and let you know if it is bad by email.

3rd   If it is bad, **you** will then need to request a power cord by emailing Tammy Martin @ martint@hasdk12.org with:

- Your HASD Asset number
- Building Location
- Room Number or Area
- E-mail address
- Laptop name e.g. 6720 s, 7400, Pro Notebook 6700 etc (Let her know that I have the power cord. I will then turn it over to technology.)

(or)

If you know how to test if the cord and you see that it has failed….

1st   Deliver the cord to me with your name on it

2nd   Email Tammy Martin martint@hasdk12.org with the following information:

- Your HASD Asset number
- Building Location
- Room Number or Area
- E-mail address
- Laptop name e.g. 6720 s, 7400, Pro Notebook 6700 etc (Let her know that I have the power cord. I will then turn it over to technology.)

DO NOT EMAIL (requests@hasdk12.org) TECHNOLOGY REQUESTING A POWER CORD.

This will only lengthen the time that you are without a power cord.