


# TIS Mobile Device Dropoff Form



Thank you for dropping your device off with RADAR help desk staff. We will do our best to diagnose your system within one business day. We will notify you of the diagnosis by email and/or telephone.

Please fill out the top portion of this form. All information is required. Be sure to sign and initial where you are asked to do so. Please don't forget to bring your power adapter with you.

Your Name	Device CUSD#
RADAR Ticket #	 <p style="font-size: small;">The CUSD# is located above the barcode on a sticker that is on the bottom of your device.</p>
Username (make sure password is on form or in ticket):	I'm dropping off this device on behalf of another staff number (name):
Preferred contact method:	
Email	Phone (Please give the best number to reach you):
I am dropping off the power adapter.	I do not have the adapter available. I realize that this may make it impossible for TIS to service my device
Please read and initial the two statements below signifying that you understand and agree to these terms, then sign.	
<p>_____ We will strive to diagnose and complete work on your computer within one business day. However, this may not always be possible. If the computer requires hardware repair, the system will need to remain in TIS for approximately one week if covered by Dell warranty and possibly two to three weeks, if not.</p> <p>_____ TIS is not responsible for documents, pictures, music or any other user files. It is your responsibility to back up your files <i>before</i> leaving your device with the RADAR staff. We will not perform a backup for you.</p>	
<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; display: inline-block;"> <span style="background-color: yellow; font-weight: bold; font-size: small;">Please sign here when delivering the device to a RADAR technician.</span> </div>	<hr style="width: 80%; margin: 0 auto;"/> Signature of staff dropping off device

<b>RADAR USE ONLY</b>		
Dropoff Date	Dropoff Time	Accepted by
Adapter marked <div style="display: flex; justify-content: space-around; font-size: small;"> <span>Yes</span> <span>No</span> <span>N/A</span> </div>	Ticket Annotated (initial)	
Notes		
Pickup Date	Pickup Time	Picked up from
<div style="border: 1px solid blue; border-radius: 10px; padding: 5px; display: inline-block;"> <span style="background-color: yellow; font-weight: bold; font-size: small;">Please sign and date after picking up device from the RADAR technician</span> </div>	Date	Signature of staff picking up device