

# **EQUIPMENT TROUBLE REPORT**

## **VPA CHECKOUT & INSTRUCTIONAL SUPPORT**

**Location: ARTS 239**

**Phone: (760) 750-8801**

**Email: [vpacheckout@csusm.edu](mailto:vpacheckout@csusm.edu)**

Reported by: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment: \_\_\_\_\_ Location: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone (optional): \_\_\_\_\_

**Detailed** description of problem: \_\_\_\_\_

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Solution (Staff Use Only): \_\_\_\_\_

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