

## AV Lamps

A small number of AV lamps for equipment, especially extra overhead projector lamps, should be kept in the library media center. **The opaque projector needs only one back-up lamp due to the expense of the lamp.**

Arrange these lamps in alphabetical order according to the name of the lamp. (For example: EYB). Ordering is easier when all the lamps are grouped together.

Some equipment needs to have the bulb replacement done by maintenance. This equipment would include:

Digital camcorders – tabletop microscopes – video projector units (EIKI) – Flexcam

For these items you will need to submit a QCall. If you have questions about lamps or troubleshooting questions about equipment, call T. J. or Jamie at District Maintenance: 567-8893.

### Steps To Follow When Ordering AV Lamps and Other Equipment Supplies

1. Use the following stockroom list to order AV bulbs and other media equipment:
2. Copy and fill out the form *Order Form for AV Lamps and Other AV Supplies* and give to the head secretary.
3. Have the secretary give you a copy of the Warehouse Requisition and place this in your Budget Book under “W” for Warehouse orders.
4. The warehouse catalog for supplies can be found on the Internet at this site:  
<http://warehouse.jordandistrict.org/warehouse/Catalogs/InstructionalSupplies3-08.pdf>

**STOCKROOM LIST FOR AV LAMPS AND AV SUPPLIES**

<b><u>Order Number</u></b>	<b><u>Description</u></b>
5605190	Lamp, AV/Photo #BAK
5605194	Lamp, AV/Photo #BLC
5605195	Lamp, AV/Photo #BRK
5605196	Lamp, AV/Photo #BSW
5605198	Lamp, AV/Photo #BVE
5605200	Lamp, AV/Photo #CAL/CXP
5605210	Lamp, AV/Photo #CWA
5605212	Lamp, AV/Photo #CZA/CZB
5605214	Lamp, AV/Photo #DAY/DAK
5605220	Lamp, AV/Photo #DRB/DRC (Opaque)
5605222	Lamp, AV/Photo #DYP
5605224	Lamp, AV/Photo #DYS/DYV/BHC
5605226	Lamp, AV/Photo #EHA
5605230	Lamp, AV/Photo #ELC
5605232	Lamp, AV/Photo #EMM/EKS
5605234	Lamp, AV/Photo #ENH
5605236	Lamp, AV/Photo #ENX-5
5605237	Lamp, AV/Photo #EVD
5605238	Lamp, AV/Photo #EXR-5
5605240	Lamp, AV/Photo #EYB-5
5605242	Lamp, AV/Photo #FAL
5605244	Lamp, AV/Photo #FEL
5605246	Lamp, AV/Photo #FHS
5605247	Lamp, AV/Photo #FXL
5605248	Lamp, AV/Photo #ELH-5

<u>Order Number</u>	<u>Description</u>
3112750	Cord 25' (25 foot extension cord)
3112755	Cord 50' (50 foot extension cord)
3112760	Cord 100' (100 foot extension cord)
5600370	Surge Suppressor, Hubble (for media center computers only)
5600360	Cord 15' (15 foot extension cord)
_____	Power strips
3106750	Splitter 2-way
3106755	Splitter 4 way
3107770	Transformer T-6000 (For the older televisions-matching transformer)

Coaxial Cables: Send work order to District Maintenance for these items. Make sure to include the length and quantity of cords needed. Please indicate whether you want slip-on and/or screw type fittings on each end.

<b>Batteries</b>		
	5100035	AAA
	5100030	AA
	2300450	9 volt
	5100040	C
	2300420	D

Calculator and inexpensive cameras: batteries will need to be purchased from a retail store.

## ORDER FORM FOR AV LAMPS AND OTHER AV SUPPLIES

### Media Assistants

Complete the following form and give to your head secretary to enter an order.

These are the items that need to be ordered:

<u>Quantity</u>	<u>Order Number</u>	<u>Description</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Head Secretary

Do a Warehouse Requisition.

**Note: AV Lamps are not taken out of the school’s budget, instead the following district budget for AV Lamps should be used.**

Make sure that the following Account Distribution is used:

- a. Fund:               **10**
- b. Type:               **e**
- b. Location:         **Your school number**
- c. Program:          **9735**
- d. Function:         **2690**
- e. Object:            **665**

Finalize requisition and **route to LaMar Wanberg** for approval.  
The requisition is automatically routed to the warehouse.

**If you have questions, call Gayla Barker (567-8745), secretary in Custodial Services.**