

Warranty Swap How-To



Keeping your inventory accurate!

Warranty Swaps

An even warranty swap occurs when a piece of capital equipment (tagged asset) malfunctions or is in need of repairs that are covered under the warranty, obtained at purchase.

Step 1

Contact the manufacturer to facilitate the warranty exchange with your department.

Step 2

Notify Property Control that a warranty swap is occurring.

Step 3

Property Control will follow up near the estimated delivery day.

Step 4

Property Control will send a tagger to tag the equipment and update the database.

Email any questions to the Office of Property Control at property.control@umich.edu