

Technology Checkout Sheet

Teacher Name _____ Check out Date _____

Room # _____ Building Location: _____

Monitor S/N: _____ Condition: good fair poor

Tower S/N: _____ Condition: good fair poor

Keyboard: good fair poor Mouse: good fair poor

Computer Name: _____

** Serial numbers will be located on the back of the machine and monitor*

Damages to report: _____

Millwood Tower ID: _____ Millwood Monitor ID: _____

** Brand, color and District ID*

Signature of Teacher _____

Signature of Tech Administrator _____

Office Use Only below this line:

Clean up date _____ Initial: _____

Check out date: _____ Initials: _____

Authorized Signature:: _____

Comments: _____

Continual Contract Yes _____ No _____