

# TCUSD#15 Technology Department Summer Check-Out Form

## Staff Information

Name: \_\_\_\_\_

School: \_\_\_\_\_

Room #: \_\_\_\_\_

## Hardware Check-OUT Information

Item	Model	Tag#	Serial#	Other

Computer equipments are the property of TCUSD#15 and have been setup with standards software that has been given to use by the Tech office. We ask that you do NOT install software on the laptop and desktop of any kinds that has not approved by the Technology Department  
(This includes screensavers and wallpaper backgrounds)

Check-Out Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### *Office Use ONLY*

Return Date: \_\_\_\_\_

Technician Initial: \_\_\_\_\_

Notes \_\_\_\_\_