



# TECHNOLOGY EQUIPMENT CHECK OUT FORM

\_\_\_\_\_  
Teacher's Name & Signature

\_\_\_\_\_  
ID

\_\_\_\_\_  
Email

Request permission to borrow and/or temporarily remove from campus items(s) listed below for the following reason(s):

For instructional purposes

Other

\*Reason: \_\_\_\_\_

Date Checked Out	Item Description	Serial Number	Bldg./Room No.

\_\_\_\_\_  
Dates Item(s) to be returned

\_\_\_\_\_  
Technology Director's Signature

\_\_\_\_\_  
Date

**COMPLETE THIS SECTION UPON RETURN OF THE ITEM(S) ABOVE AND FORWARD TO PROPERTY OFFICE**

*Note:* The Item(s) were returned in good condition, except as noted on the reverse side of form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Technology Director's Signature