Computer Hardware Check-out Form

This agreement ensures that equipment borrowed from the IT department will be used and maintained by the designated borrower (named below). By signing this form, the borrower accepts responsibility (for his/her department) to demonstrate proper use of specified equipment.

All specified equipment is the property of Port Jefferson UFSD and will be set up with standard software needed for use. We ask that you NOT install software of any kind, other than software provided by the IT department. The Port Jefferson UFSD Technical Support Staff will be available to provide assistance when needed.

Description of computer hardware:

Manufacturer: ____________________________________________
Model #: ________________________________________________
Asset #: ________________________________________________
Serial #: ________________________________________________

Items Issued: Please check appropriate boxes.
- Desktop PC
- Monitor
- Laptop
- Laptop Bag
- A/C Power Cord
- Modem/Adapter
- Wireless Network Card/Adapter
- Keyboard
- Mouse
- Parallel Connector (A: drive)
- Floppy Disk (External/Removable)
- CD Rom (External/Removable)
- DVD (External/Removable)

Borrower’s information:

Name ____________________________________________________
Signature ________________________________________________
Building/Department ______________________________________
Phone/Ext. ______________________________________________
Return Date ______________________________________________

**Equipment borrowed over vacations and holidays must be returned first thing upon returning to school.
**Equipment borrowed over a summer vacation should be returned at least 1 week prior to the return of staff to the school.

Technician's Signature ____________________________________

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