



Loaner Laptop Request Form

Name (please print): (last) _____ (first) _____

Email Address: _____

School: _____ District: _____

Contact Administrator: _____

School Phone: _____ Fax: _____

We would like to request the following material(s):

Gateway Laptops

- _____ # of laptops
- One set of ten laptops
- Both sets of ten laptops
- Wireless Airport Hub

Requested for (dates):

1 st Choice	2 nd Choice	3 rd Choice

Laptops may be checked out for a maximum of 2 weeks.

Comments: _____

Equipment Checkout

Reservations: On a first come first served basis. Please fax (925/296-1415), or mail this form to Kelly Laidley or Eileen C. Walters-CCCOE/TS1, 77 Santa Barbara Rd., Pleasant Hill, CA 94523.

Responsibility: The equipment is being loaned with the understanding that it will be used responsibly. ***Please guard against damage and theft.***

Delivery: Equipment must be picked up and returned to CCCOE MultiMedia Lab. Arrange in advance for pick up and return dates.

Contact Information: Eileen C. Walters 925/942-5399 ewalters@cccoe.k12.ca.us
Kelly Laidley 925/942-3451 klaidley@cccoe.k12.ca.us

Reproduce as Needed