

SMC Laptop Sign-Out/Return Sheet

Asset Number Manufacturer Model Year Serial Number Department Site Accessories: Laptop bag with strap Laptop Laptop Laptop Power Supply and Power Cord (Qty) 3.5 Floppy Drive/Flash Drive USB Mouse Mouse Pad Network Cable Others Date Issued Date Returned By signing this form, I understand that the property referenced above must be controlled, secured and accounted for at all times, and that I am solely respon sure that it is safeguarded and maintained in a proper state of operation. I also must return the properly listed above when requested by the "owning" departing last day of work as an employee of Samuel Merritt College.	urned
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Signature I	Dept/Title Date