

Logan-Hocking School District

Technology Equipment Sign-Out Sheet

- Staff
- Student

Name: _____ Grade: _____

Building: _____ Due Date: _____

Equipment Assigned Location in the Building:
(Room 200, Library, Main Office, Tech Office, etc)

Technology Equipment Description:
(iMac, MacBook, still camera, video camera, projector, etc.)

School Tag Number:
(If you can't find the school tag number, please use the serial number)

Besides required accessories like the power supply, mouse & keyboard, please list other technology items you will be taking.

- * I agree to be personally responsible for returning the equipment in the same condition in which it was borrowed.*
- * I agree to reimburse the Logan-Hocking School District for any expenses that are required to repair/replace damaged equipment or replace lost equipment.*
- * I agree that it is not the responsibility of the Technology Department to provide support for equipment used off school property.*
- * I agree to abide by all software copyright laws.*

- *The District will be responsible for repair/replacement of equipment damaged or stolen during travel from school to school and home.*

Borrower's Signature & Date

Parent or Guardian (if borrower is under 18)

***** For Office Use Only *****

Date Returned _____

Condition _____

Signature _____