



**Montabellia Community Schools
Technology Department**

**Rob Sisson II, CCA, Technology Administrator
Katrina Gormley, MILS, Media Director/Technology Coordinator**

Equipment Check-out

General guidelines for transportation and care:

- Please transport computer equipment on the floor of your vehicle in order to avoid equipment falling off of seats.
- Please set up equipment in a well ventilated, dry area of your home, and use a surge protection strip.

Remember you are responsible for any equipment that you have checked out. Please report any problems immediately to the media personnel in your building.

This section to be filled out by staff member borrowing equipment

Name: _____

Address: _____

Phone: _____

Please explain your reason for wanting to borrow this equipment: _____

Please note that by signing below, you agree not to load any additional software or hardware onto the computer without first consulting the technology department. You are also responsible for any damage, which might occur while this equipment is in your possession.

Staff member signature: _____

This section to be filled out by media or technology staff

Inventory ID number: _____

Equipment description, including detailed list of peripherals: _____

Date equipment taken from school: _____ Staff Initials: _____

Date equipment returned to school: _____ Staff Initials: _____