

Computer Department Checkout Request

All items can only be requested by coordinator level employee or above.

All items requested must have Department Director's approval.

All items must be signed for when received and returned.

Request Date: _____

Item(s) requested:

- ☐ Projector
- ☐ Laptop Computer
- ☐ Technical assistant

Date needed:_____ Time needed:_____

Return Date:_____ Return Time:_____

Reason and usage:_____

Requested by:_____

Position:_____

Director approval:_____

Date:_____