

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
ITS - LOANER EQUIPMENT SIGN-OUT FORM**

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LOANER #

DESCRIPTION	PC NUMBER	SERIAL NUMBER

- STATUS:
- PERMANENT - WAITING TO BE PC'D
 - PERMANENT - OTHER (EXPLAIN)
 - TEMPORARY - DURATION LESS THAN 3 MONTHS
 - TEMPORARY - DURATION UNSPECIFIED (EXPLAIN)

CHANGE #

COMMENTS: _____

PERSON RECEIVING EQUIPMENT: _____

CONTACT / PROJECT MANAGER: _____

PHONE #: _____

WORK LOCATION #: _____

SCHOOL / SITE NAME: _____

EQUIPMENT WILL BE LOCATED: _____

PURPOSE / COMMENTS: _____

APPROVED BY: _____ DATE: _____

PLEASE READ BEFORE SIGNING

I understand that I / my company am responsible for the proper care for this equipment and will be responsible to replace this equipment if it is lost, stolen or damaged, and agree to notify M-DCPS ITS Computer Center as soon as such incident occurs.

Person Receiving Equipment

Printed Name

Date