Technology Equipment Transfer

Do not allow any equipment to be removed from your room unless this form has been completed and has been signed by the **Technology Department**. Please fill out the paperwork and email a copy to tech help or place it in our box.

I request the following equipment be transferred from my room/inventory.

*Airliner

*iPad

*Netbook

*Palm / Docking Station

Item	Brand Name	Asset Number	Serial Number
teacher/tech	will have the equipment	atures in order to make this transfer	responsibility to complete all of the
	R	eceiving Teacher / Tech Departm	ent
		erstand that it will be added to my a equipment is not going to a teacher,	
	Receiving Teacher's Signature		Date
	Technology Departm	ent .	
		some of the items that are on the Technolog	••
Γ		nave questions, please contact the Tech Dep	
	*CPU *Television	*Monitor *DVD, VCR, or DVD/VCR combo	*Printer *Smartboard
1	- Leievision	TO VD, VCK, OLD VD/VCK COMBO	Smartooaru

*Projector

*Tablet

*Camera

*Sympodium

*Laptop

*Document Camera