



Laptop/Tablet Checkout Form

This form must be completed each time a laptop or tablet is checked out. Every laptop/tablet must be assigned to a Property Custodian or designee who is responsible for keeping track of the device.

Laptop/Tablet Decal Number: _____

Laptop/Tablet Serial Number: _____

Property Custodian or Designee (print clearly): _____

Check Out Log

Name of Borrower Print and Sign	Custodian Initials	Check Out Date	Check In Date	Borrower's Check In Signature	Custodian Initials

This form must be retained by the Property Custodian or designee, and must be presented to the Property Coordinator during the annual inventory.