

Appendix G

Pennfield Schools Technology Assignment

EQUIPMENT CHECK-OUT TO PENNFIELD STAFF MEMBERS

The technology equipment listed below is owned by Pennfield Schools and will be checked-out to school employees only. Anyone leaving the district is required to return all item(s) listed below to the Technology Department.

THEFT, LOSS, DAMAGE

Employees are to keep the equipment in a secured place when not in use. Any theft, loss, or damage should be reported to the Technology Department immediately.

REPAIRS/WARRANTY WORK

Go to the Helpdesk to report any problems/repairs needed.

Employee name (print)

Employee signature

Date

Building

Room #

Description of item(s)

Serial Number

Penn #

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment issued by: _____

(Signature of Technology Department member)