



SMC Laptop Sign-Out/Return Sheet

	Sign-Out	Returned
<i>Asset Number</i>		
<i>Manufacturer</i>		
<i>Model</i>		
<i>Year</i>		
<i>Serial Number</i>		
<i>Department</i>		
<i>Site</i>		
<i>Accessories:</i>		
<i>Laptop bag with strap</i>		
<i>Laptop</i>		
<i>Laptop Power Supply and Power Cord (Qty)</i>		
<i>3.5 Floppy Drive/Flash Drive</i>		
<i>USB Mouse</i>		
<i>Mouse Pad</i>		
<i>Network Cable</i>		
<i>Others</i>		
<i>Date Issued</i>		
<i>Date Returned</i>		

IT Helpdesk Technician: _____

By signing this form, I understand that the property referenced above must be properly controlled, secured and accounted for at all times, and that I am solely responsible for making sure that it is safeguarded and maintained in a proper state of operation. I also understand that I must return the properly listed above when requested by the "owning" department; or prior to my last day of work as an employee of Samuel Merritt College.

Print Name (Last Name, First Name)

Dept/Title

Signature

Date