

Gainesville City Schools  
Laptop Check-Out Form

Check-Out

School: \_\_\_\_\_

Teacher/Administrator Name: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_

Laptop Asset Tag Number: \_\_\_\_\_

Laptop Serial Number: \_\_\_\_\_

\*Note, you must list an asset tag number or serial number

All laptops are owned by the Gainesville City Board of Education and subject to their policies, rules and regulations. By signing, the user vows to take all reasonable precautions with the computer and to make every effort to return it in the same condition as checked out. Laptops are for the use of the undersigned only. If an accident does occur, the undersigned will contact the Gainesville City Technology Department as soon as possible.

Signature of Borrower: \_\_\_\_\_

Check-In

Date Checked Back In: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Checked In by: \_\_\_\_\_