

# Laptop (Summer Use) Request Form

For district related work, district owned laptop computers may be authorized for use during the summer.

The following information is required:

1. Reason description for request
2. **Required approval by Administration.**
3. Equipment must be turned in at the Administration building during the week of July 28<sup>th</sup>.
4. Building laptop sign out sheet must indicate unit was taken home.
5. Any computer that is not turned in will be unable to access the district network at the start of school.
6. The employee will adhere to Policy 815.1 guidelines for use of computer equipment off district property.

**Building:**

**Asset Number:**

**Reason for request:**

**Print Employee name:**

**Employee Signature:**

**\*Administrator Approval Signature:**

**\*Required**

## Printer Preference Form

Print user Name	Building Name
<b><u>First Choice</u></b>	<b><u>Second Choice</u></b>
Room Number of Printer	Room Number of Printer
Printer Name	Printer Name