



# 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


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