

Check-Out Date:

Return Date

Computer Check-out Record

(temporary; not official transfer)

Item Description: <i>(e.g. Model)</i>	<input type="text"/>
TEES Asset #:	<input type="text"/>
Serial # or Service Tag:	<input type="text"/>
Building + Room #: <i>(prior to release)</i>	<input type="text"/>
Source Department:	<input type="text"/>
Incident Number:	<input type="text"/>

Name and signature of department personnel releasing asset:

Printed Name

Signature

Name and signature of IT personnel accepting asset:

Printed Name

Signature

Asset Return Acknowledgment

New Location: <i>(if applicable)</i>	<input type="text"/>
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Name and signature of IT personnel releasing asset:

Printed Name

Signature

Name and signature of department personnel accepting asset:

Printed Name

Signature

Certified for Surplus

IT Signature