TECHNOLOGY CHECKOUT FORM

PLEASE RETURN THIS FORM TO THE WEITZ CEC IT DIRECTOR, JASON LEICHNER, IN ROOM 111. FOR ADDITIONAL QUESTIONS PLEASE CALL 402.554.5947 OR 402.554.3353

CHECK OUT DATES: ____/____/____ TO ____/____/____ (Availability limited to 24 hours)
PICK UP TIME: ___ : ___ □ A.M. □ P.M. RETURN TIME: ___ : ___ □ A.M. □ P.M.

NAME: __________________________________________

EMAIL: __________________________________________

ADDRESS: ______________________________________ PHONE: ______________________

WEITZ CEC ROOM NUMBER: _______________________

ACTIVITY: _______________________________________

PLEASE INDICATE THE ITEMS YOU ARE CHECKING OUT:

□ Macbook Pro w/charger # _______________________
□ Video Adapter _________________________________
□ Conference Phone (Avia) _________________________
□ Other: _______________________________________

*NOTE: Disposable items such as Digital Video (DV)Tapes or DVD’s/CD’s will NOT be provided.

COLLATERAL RECEIVED:

□ MavCard ID / License
□ Keys
□ Other: _______________________________________

SPECIAL DIRECTIONS:

____________________________________________________________________________________
____________________________________________________________________________________

SIGNATURE _______________ DATE _____________________

FOR OFFICE USE ONLY

Date Request Received: ____/____/____  Initials: _______
Date Equipment Picked Up: ____/____/____  Initials: _______
Date Returned: ____/____/____  Initials: _______
Items Missing/Broken: ____________________________________________