

Equipment Drop-off to Technology Department

This completed form should be attached to any equipment that is dropped off for the Technology Department.

Name of person this equipment was assigned to or name of person dropping off (if equipment wasn't assigned to a single person)
Supervisor of person or people using this equipment
Primary location this equipment was used at
Reason equipment is being returned (Example: User is no longer employed, equipment is no longer needed, equipment needs repair/maintenance)
Comments and/or contact info