

Laptop Checkout Request

Requester's Name: _____
(Please Print Clearly)

Requester's Home Phone: _____ Office Phone: _____

Checkout From: _____ To: _____
(MM/DD/YYYY) (MM/DD/YYYY)

Checkout Pickup: _____ Time: _____
(MM/DD/YYYY) (AM or PM)

Checkout Purpose:

Laptop Type: ☐ Windows ☐ Macintosh

Additional Software Required (*Not part of standard F/S software set*):

Additional Accessories Required:

☐ 2nd Battery (*Dell Laptop only*)
☐ External Mouse
☐ Head Phones

☐ Network Cable
☐ Phone Cable

Requester's Signature: _____ Date: _____

Division/Unit Head's
Signature: _____ Date: _____

For Internal Use Only

Laptop Installation

The additional software has been installed and is ready for use:

Installing Signature: _____ Date: _____

Picked-up**CheckList****Returned**☐..... **Apple PowerBook G3**☐

Barcode _____ Serial # _____ State# _____

☐

Battery _____

☐☐

AC Power Adapter S/N: _____

☐☐

Power cord _____

☐☐..... **Dell Inspiron 2600**☐

Barcode _____ Serial # _____ State# _____

☐

Battery S/N: _____

☐☐

2nd Battery S/N: _____

☐☐

AC Power Adapter S/N: _____

☐☐

Power cord S/N: _____

☐☐..... **Gateway Solo**☐

Barcode _____ Serial # _____ State# _____

☐

Battery S/N: _____

☐☐

AC Power Adapter S/N: _____

☐☐

Power cord _____

☐☐..... **Sony Vaio**☐

Barcode _____ Serial # _____ State# _____

☐

Removable 3.5" floppy drive _____

☐☐

Battery S/N: _____

☐☐

AC Power Adapter S/N: _____

☐☐

Power cord _____

☐..... **Accessories**☐

External mouse _____

☐☐

Head phones _____

☐☐

Network cable _____

☐☐

Phone cable _____

☐

Laptop Pickup

I agree that I have received the items checked off above. I also understand that I am responsible for returning the Laptop and all accompanying accessories listed above to InfoSys at the end of the requested checkout period.

Requester's Signature: _____ Date: _____

Inventory Signature: _____ Date: _____