

Emanuel County Schools Technology Equipment Return Form



Purpose: This form must be completed by all district administrators prior to their departure to ensure that all district-issued equipment has been returned.

Employee Information

Name: _____ Position/Department: _____
 School/Location: _____ Last Working Day: ____ / ____ / ____

District-Issued Equipment Checklist

(Check each item returned, and provide details where applicable)

Equipment Type	Serial Number	Barcode	Condition	Returned /date	Notes
Laptop/			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Laptop Charger			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Cell Phone			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Phone Charger			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
MiFi/Hotspot			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Mifi charger			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Tablet/iPad			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	
Tablet charger			<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	<input type="checkbox"/> ___/___/___	

Additional Items Returned

Employee Acknowledgment:

I certify that I have returned all district-issued technology equipment in my possession.

Signature: _____ Date: ____ / ____ / ____

Technology Department Use Only

- All items verified as returned: Yes No
- Notes: _____
- Verified by: _____ Date: ____ / ____ / ____

Final Clearance:

- Cleared for Exit
 Outstanding Equipment — Clearance Withheld