



**Information Technology and Support Services  
Technology Equipment Removal Form**



This form must be completed prior to **removing** any district technology equipment from its current location for repair, maintenance, etc.

*School/Building:* \_\_\_\_\_

**User Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Dept./Rm# \_\_\_\_\_

User Signature: \_\_\_\_\_

ITSS Signature: \_\_\_\_\_ Date removed: \_\_\_\_\_

<b>Technology Equipment Information</b>	
PC Model	
CPU serial #	
CPU Asset Tag #	
Printer Model	
Printer Serial #	
Printer Asset Tag #	
Other Model	
Other Serial #	
Other Asset Tag#	

Comments: \_\_\_\_\_  
\_\_\_\_\_

User Signature upon return: \_\_\_\_\_

ITSS Signature upon return: \_\_\_\_\_ Date returned: \_\_\_\_\_