District Laptop Assignment Listing

School: _____

Assigned to: Name	Assigned to: Title	Laptop Make	Laptop Model	Asset Tag#
		Dell, Gateway, etc.	Inspiron 3500, 5300, etc.	If no tag, indicate "No tag"

Administrator
Signature: _____

This form must be accompanied by a completed Laptop Inventory Form for each laptop on the list. A completed Laptop Cart Inventory Form should also accompany it, if appropriate.

Pl ,e send via inter-office mail to the I.T. Department or fax to x4366 by required date.

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