TECHNOLOGY CHECKOUT FORM

PLEASE RETURN THIS FORM TO JASON LEICHER, THE WEITZ CEC IT DIRECTOR, ROOM 111 FOR ADDITIONAL QUESTIONS PLEASE CALL 402.554.5947 OR 402.554.3353

CHECK OUT DATES: ___/___/___ TO ___/___/___ (Availability limited to 5 days)

PICK UP TIME: ___ : ___ ☐ A.M. ☐ P.M. RETURN TIME: ___ : ___ ☐ A.M. ☐ P.M.

NAME OF PERSON CHECKING OUT TECHNOLOGY: ______________________________________________________

EMAIL: ____________________________________________________________

CAMPUS ADDRESS: ____________________________________________ OFFICE PHONE: __________________________

LOCATION OF EQUIPMENT: ____________________________________________

ACTIVITY: ____________________________________________________________

PLEASE INDICATE THE ITEMS YOU ARE CHECKING OUT:
☐ Macbook Pro w/charger # ________________________________________________
☐ iPad Air w/charger # ______________________________________________________
☐ Conference Phone (Avia) _________________________________________________
☐ Other: __________________________________________________________________

SPECIAL DIRECTIONS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

INSTRUCTOR SIGNATURE ___________________________ DATE __________

FOR OFFICE USE ONLY
Date Request Received: ___/___/___ Initials: ______
Date Equipment Picked Up: ___/___/___ Initials: ______
Date Returned: ___/___/___ Initials: ______
Items Missing/Broken: ______________________________________________________

*NOTE: Disposable items such as Digital Video (DV) Tapes or DVD’s/CD’s will NOT be provided.

UNIVERSITY OF NEBRASKA AT OMAHA
BARBARA WEITZ COMMUNITY ENGAGEMENT CENTER

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