

# Computer Equipment Tracking

*For reference only, print form from WEBfiles; for delivering a new or transferred computer system to a family)*

ESs: **Keep this form in your files** along with the computer warranty information. Update form each time the system is transferred to a new family. When the system is archived, then return this form and the warranty information along with the computer. **Provide a copy to the parent as requested.**

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

**System Type:** \_\_\_\_\_PC \_\_\_\_\_MAC Brand name: \_\_\_\_\_

**Original PO# for this computer system:** PO# \_\_\_\_\_ Date ordered: \_\_\_\_\_

**Serial #:** \_\_\_\_\_

## Check on the appropriate line:

\_\_\_\_\_ \*Initial new computer delivery (#1 below) on (date) \_\_\_\_\_

\_\_\_\_\_ Returned to ES on: (date) \_\_\_\_\_ ES Signature: \_\_\_\_\_

\_\_\_\_\_ \*Transferred system to a new family (#2 below) and changed parent information in the materials database on: (date) \_\_\_\_\_

\_\_\_\_\_ \*Transferred system to a new family (#3 below) and changed parent information in the materials database on: (date) \_\_\_\_\_

\_\_\_\_\_ System Archived on: (date) \_\_\_\_\_ ES Signature : \_\_\_\_\_

\* Complete one line below for each of these transactions. Enter the address where the computer will be located.

By signing below I acknowledge that this computer system is the property of the Charter School. I will take reasonable care of this machine while it is in my home, calling for warranty service as needed. (My ES has the warranty information for this computer if it is under a warranty.) I understand that it is being loaned to Charter School enrolled students for educational usage only, I agree to abide by the school's acceptable use agreement, which includes avoiding misuse (indications of pornography, unethical or illegal solicitation, racism, sexism, inappropriate language), and understand that the computer system must be immediately returned to the issuing ES upon leaving the Charter School, or at the request of the ES.

1. Parent: \_\_\_\_\_ Parent Name (print) \_\_\_\_\_

Address: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

2. Parent: \_\_\_\_\_ Parent Name (print) \_\_\_\_\_

Address: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

3. Parent: \_\_\_\_\_ Parent Name(print) \_\_\_\_\_

Address: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_