

ASSET DELIVERY

ASSET ID _____ DATE: _____

NAME: _____ MODEL# _____

VENDOR: _____ SERIAL# _____

ASSET _____ SERVICE TAG: _____

CATEGORY: _____

STATUS _____ COST: _____

SCHOOL/ _____ PO# _____

DEPARTMENT _____

ROOM# _____ OFFICE APPS: _____

DOMAIN: _____ OTHER APPS: _____

SIGNATURE OF SCHOOL PERSONNEL

SIGNATURE OF TECH PERSONNEL

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ASSET REMOVAL

ASSET ID _____ DATE: _____

NAME: _____ MODEL# _____

VENDOR: _____ SERIAL# _____

ASSET _____ SERVICE TAG: _____

CATEGORY: _____

STATUS _____ COST: _____

SCHOOL/ _____ PO# _____

DEPARTMENT _____

DESCRIPTION OF PROBLEM:

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SIGNATURE OF SCHOOL PERSONNEL

SIGNATURE OF TECH PERSONNEL

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