



C.A.R.E FOR CHANGE
Computer Check-out Form: Staff Use

The computing resources identified below are released to the employee identified below with the understanding that the computing resources are not to be utilized unlawfully, for personal pleasure, or financial gain but shall be utilized to improve the employee's skills and job performance while employed by the C.A.R.E FOR CHANGE.

Employee Name: _____ Home Phone Number: _____

Address: _____

Check out Date: _____ Return Due Date: _____

Reason for Loan: _____

Computing Resource Description Serial Number:

The employee agrees to abide by all rules and regulations set forth by C.A.R.E FOR CHANGE and agrees to return all computing resources on the return date specified above. **The employee hereby agrees to take precautions to protect the C.A.R.E FOR CHANGE property and may be held responsible for unlawful use, abuse or careless disregard of the computing resources.**

Employee Signature: _____ Date: _____

Authorized By: _____ Date: _____

Do Not Write Below This Line – C.A.R.E FOR CHANGE

Computing Resources returned in good order: YES NO

Received By: _____ Date: _____