



# L4L Laptop Drop-off/Storage Form

Boston Public Schools

Office of Instructional & Information Technology

Tel: (617) 635-9199

**Campbell Drop-off hours: 8am-1pm**

RC Manager: \_\_\_\_\_

Cluster: \_\_\_\_\_

School/Dept.: \_\_\_\_\_

School Phone: \_\_\_\_\_

1) L4L User's Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Location/Site: \_\_\_\_\_

User phone#: \_\_\_\_\_

2) Reason for Drop-Off/Storage (Please check all that apply and complete corresponding information):

Storage  Leave-of-Absence

**Approx. Pick up date** \_\_\_/\_\_\_/\_\_\_  
*(Please contact OIIT 1 wk prior to your return for pick-up)*

Repair  Ineligible TST *(return of previous laptop subject to availability and is not guaranteed)*

3) Item(s) & Condition (Please include all pertinent information)

<u>Item</u>	<u>Received</u>	<u>Condition</u>	<u>Date</u>	<u>Additional info:</u>
	<i>(Circle one)</i>	<i>(Choose one)</i>		<i>(More info for fair/damaged)</i>
<i>Ex: Case</i>	<i>Y N</i>	<i>Good/fair/damaged</i>	<i>01/01/08</i>	<i>torn, unauthorized sticker, lost, etc...</i>
<b>Laptop:</b>	Y N		/ /	
<b>Asset tag #</b> _____		<b>OEM Serial #</b> _____		
<b>Case:</b>	Y N		/ /	
<b>Adapter:</b>	Y N		/ /	
<b>Extension:</b>	Y N		/ /	
<b>Infrared Remote:</b>	Y N		/ /	
<b>Lockdown Cable</b>	Y N		/ /	Lock Combo: _____

*OIIT is not responsible for any software disks and or papers visibly missed during inspection when unit is returned. No interim pickups of machine during summer storage; only one drop off/pick up per laptop. My signature indicates that I understand and agree to the above.*

**Required Signatures:**

L4L User: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/Headmaster: \_\_\_\_\_

Date: \_\_\_\_\_

OIIT Representative \_\_\_\_\_

Rcvd: \_\_\_\_\_

**FOR OFFICE OF INSTRUCTIONAL & INFORMATION TECHNOLOGY USE ONLY**

<i>Track-it Work order#</i>	<b>Drop-off location:</b>	<b>Storage Location:</b>
<i>Technician Initials:</i>	<input type="checkbox"/> Campbell <input type="checkbox"/> Madison	<input type="checkbox"/> Campbell <input type="checkbox"/> Madison
<i>GSX #</i>	<input type="checkbox"/> Court Street	<input type="checkbox"/> Lock Reset to 0000