

2015-16 Tech Bag

Check List for _____

Directions:

1. Please include all of the items listed below in your black technology bag.
2. Use the back of this sheet to let us know of any issues with any of your items.
3. Have Rodney initial any items you are keeping over the summer.
4. If we are not in the media center when you return your bag, include this slip with it and we'll check everything in for you.

Items Returned:

- _____ Bag
- _____ Laptop
- _____ Laptop Cord (cable & brick)
- _____ iPad
- _____ iPad Charger
- _____ HDMI Cable (black cable from the wall to your computer)
- _____ Mimio (with: pen, cord, and USB key) (in Ziploc bag with barcode)
- _____ Remote for Projector (in Ziploc bag with barcode)
- _____ Remote for TV (in Ziploc bag with barcode)

2015-16 Device Cart

Check List for _____

Directions:

1. Please return all of the items listed in Section A.
2. Help us to get our carts ready for next year by completing the tasks in Section B.
3. Use the back of this sheet to let us know of any issues with any of your items***Even if you have an open Help Desk request****
4. Have Rodney initial any items you are keeping over the summer.
5. If we are not in the media center when you return your cart, include this slip with it and we'll check everything in for you.

Section A: Items Returned

- _____ Cart
- _____ Keys
- _____ All Devices (# of devices in cart _____)
- _____ All Cords (# of cords in cart _____)

Section B:

1. Devices are in correct number slot.
2. Devices that are in a case are in the correct case.
3. Devices are plugged in.
4. Keys are in front lock.
5. Wipe down any spills (hopefully there are none but you'd be surprised ☺).