



## Loaner Laptop Request Form

Name (*please print*): (last) \_\_\_\_\_ (first) \_\_\_\_\_

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

School: \_\_\_\_\_ District: \_\_\_\_\_

Contact Administrator: \_\_\_\_\_

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

We would like to request the following material(s):

Gateway Laptops

- \_\_\_\_\_ # of laptops
- One set of ten laptops
- Both sets of ten laptops
- Wireless Airport Hub

Requested for (dates):

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

*Laptops may be checked out for a maximum of 2 weeks.*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Equipment Checkout

Reservations: On a first come first served basis. Please fax (925/296-1415), or mail this form to Kelly Laidley or Eileen C. Walters-CCCOE/TS1, 77 Santa Barbara Rd., Pleasant Hill, CA 94523.

Responsibility: The equipment is being loaned with the understanding that it will be used responsibly. ***Please guard against damage and theft.***

Delivery: Equipment must be picked up and returned to CCCOE MultiMedia Lab. Arrange in advance for pick up and return dates.

Contact Information: Eileen C. Walters 925/942-5399 ewalters@cccoe.k12.ca.us  
Kelly Laidley 925/942-3451 klaidley@cccoe.k12.ca.us

*Reproduce as Needed*