

Office Equipment Sign Out Sheet

Name: _____

I have received the following:

- | | | |
|--------------------------|-----------------|----------------|
| <input type="checkbox"/> | Cell Phone | Phone #: _____ |
| <input type="checkbox"/> | Laptop Computer | |
| <input type="checkbox"/> | USB Modem | |
| <input type="checkbox"/> | Scanner | |
| <input type="checkbox"/> | Other: _____ | |

Itemize (please list Make, Model, Id #'s, Serial #'s, etc.):

For use on Neighborhood Legal Services, Inc. business and activities. I will not use it for personal use or loan it to any other person or entity. I accept responsibility to safeguard it by keeping track of its whereabouts and providing routine maintenance. I will immediately notify NLS management/administrative staff it is lost, broken or needs other maintenance.

Signature: _____

Date: _____