

**Request/Check-Out For Recycled Educational Resources**

1. RC – Complete the top portion of this form and submit it to IT personnel

Date: \_\_\_\_\_ Learner's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Name of RC: \_\_\_\_\_

**Item(s) needed (provide system requirements for computers):**

\_\_\_\_\_  
\_\_\_\_\_

**Item on the Available Inventory list:** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Office use only:**

\_\_\_\_\_  
Description of Item(s)                      Serial Number                      Inventory Sticker #

\_\_\_\_\_  
Description of Item(s)                      Serial Number                      Inventory Sticker #

\_\_\_\_\_  
Description of Item(s)                      Serial Number                      Inventory Sticker #

\_\_\_\_\_  
Description of Item(s)                      Serial Number                      Inventory Sticker #

Condition of item(s): \_\_\_\_\_

IT Department Check Out/RC Notification Date: \_\_\_\_\_ Initials \_\_\_\_\_

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resource Consultant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Personnel Signature: \_\_\_\_\_ Date: \_\_\_\_\_