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Personal Technology/Telecommunications Checkout & Return [1]

This template should be used as a guide for creating the required log for assigning wireless telecommunications equipment to individuals on a temporary basis. The template can easily be used where each piece of equipment is tracked on a unique sheet.

Download: Personal Technology/Telecommunications Checkout & Return Form [2]

Effective Date: 01/01/2012 (Form revised 05/01/2024 to show OUC branding.)

Frequently Asked Questions

Q: When would I need to fill out this form?
A: This form is simply a template -- a guide for creating the required log for assigning wireless telecommunications equipment to individuals on a temporary basis. If your org unit does not provide such temporary equipment, you don't need to complete the form.

Q: What do I do with this form -- send it somewhere?
A: If your org unit provides wireless telecommunications equipment to individuals on a temporary basis, then you would fill out a log for internal management. Retain the log in your org unit files.

Source URL:https://www.cu.edu/controller/forms/personal-technologytelecommunications-checkout-return

Links
[1] https://www.cu.edu/controller/forms/personal-technologytelecommunications-checkout-return
[2] https://www.cu.edu/doc/form-pt-checkout-template-050124-ouc-brandingxls?download=true