

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.)

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. [Learn more here](#) ^[3].

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.

Have a question or feedback?

Questions & Feedback ^[4]

Feedback or Question *

Your Name

Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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>

[3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/forms/questions-feedback-0>