



State Equipment Sign-Out and Sign-In Log

All State of Ohio equipment must be tracked and accounted for by the Inventory Specialists and/or Information Technology Staff. Please complete all portions on the form that apply. Make a copy and return one to Danny Blackwell at OSD or Denise Howard at OSSB. Remember, equipment is to be used for official state business **ONLY**. Failure to comply could result in disciplinary action. All electronic devices are subject to inspection upon return to verify proper use. Also, an approved telework agreement is needed in order to perform work off campus during the summer.

Equipment on Loan: Laptop iPad Instrument Braille Notes
 Other: _____

Serial # _____ ESB/ESD# _____

Date Signed Out _____ Date Signed In _____

Borrower Name: _____ Borrower is (check one) : Staff Student

Borrower Signature: _____

Notes: (equipment condition at time of loan, other information)

For Office Use Only (Inventory or IT)

Date Returned: _____ Returned by: _____

Condition of equipment: _____

Signature of Received by: _____