

# Return of Computers, Laptops, Printers, and Other Computing Equipments

Office of Information Technology, Southern Connecticut State University

Please return all computing equipments in your possession to IT Help Desk prior to termination of your employment with SCSU. Please bring this form with you to the exit interview with Human Resources.

General Information			
<i>Today's Date</i>		<i>Department</i>	
<i>Your Name</i>		<i>Phone Ext.</i>	
<i>Office Number</i>		<i>Office Building</i>	

SCSU Inventory Label #	Serial Number	Equipment Description	Comments

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
IT Help Desk Staff Name

\_\_\_\_\_  
IT Staff's Signature

\_\_\_\_\_  
Date