



Clayton County Public Schools

1380 Arnold Street, Jonesboro Georgia, 30236

Technology Department Laptop Transfer/Return Form

Name: _____

Date: _____

Location: _____

Laptop Tag#: _____

Has transferred to the following Clayton County School: _____

Or

Has returned his/her laptop: _____ (please check)

Please indicate which items listed below are missing:

	HP 6930np HP nc6320 HP 6710b Replacement Cost	Items Received	HP 6460b *NEW ISSUE* Replacement Cost	Items Received
Laptop Computer	\$200	_____	\$992	_____
Bag w/strap	\$28	_____	\$28	_____
AC Adaptor / Cord	\$20	_____	\$50	_____
Mouse	\$15	_____		

*The county reserves the right to withhold payment from your paycheck if you fail to make appropriate payment.

Employee Signature: _____ Amount Due for Missing Items =

Laptop Returned To: _____

Title: _____

Technician: _____

Date: _____