

GIS Lab Equipment Use Form

Name	Office	Extension	Email	
Faculty Sponsor	Class		Destination	
Reserved Date	Departure Date		Return Date	Pick-up Date

Inventory #	Description	Check-Out	Check-In	Comments
Field	Laptop			
	Infrared Mouse			
	Power Cord			
	Spare Battery			
	Laptop Auto Adapter			
	Backpack			
	Carrying Case			
	Etrex Vista GPS 3 Plus			
	Neoprene Cover			
	PC interface Cord			
	USB Adapter			
	Instruction Manual			
	Auto Adapter			
	Soft Case			
	Asus PDA w/GPS			
	Black Slipcase			
	AC Adapter			
	USB Cable			
	Car windshield mount			Illegal to use in CA, mount to dash instead
	Power adapter for cigarette lighter			
	User's Manual			
	1GB, 2 GB SD Card (circle)			

Received by:

Date: ___/___/___

- *** All laptops must carry-on luggage when you are traveling.
- *** Laptop batteries (including spare) may not be fully charged upon check out.
- *** Please do not install any software, use instant messaging, share files/folders, download email, click-on hyperlinks in emails from unknown sources, or disable the firewall. When inserting USB memory sticks, please use the virus protection software to scan the USB device.
- *** Please back up all of your data before returning the equipment as it will be deleted upon return.
- *** Do not change any settings on the laptop.
- *** The field equipment is provided at no charge by the Division.
- *** Please return the equipment in the condition that it was received.