



Parent Child Development Corporation  
 Electronic Device Sign-Out Form for Staff  
 Revised: 08/02/2021

The equipment provided by Parent Child Development Corporation, PCDC, and is owned by PCDC. The equipment/device must be used for PCDC business only and not for personal use of any kind. By signing below, you agree:

- 1) You will return it to Parent Child Development at the end of employment/school year.
- 2) You will not damage or destroy the device; you will be responsible for the replacement cost.
- 3) You will sanitize the device in front of the office recipient to deter the spread of COVID.
- 4) Before returning the device please remove any passwords that lock the device.
- 5) I understand that I am responsible for use and care of the equipment listed, according to policies and procedures.

ID#: \_\_\_\_\_ Program: \_\_\_\_\_ Location/Facility: \_\_\_\_\_

Item Description: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Condition: \_\_\_\_\_ (1=New, 2=Good, 3=Fair)

\_\_\_\_\_/\_\_\_\_\_  
 Signature/Printed Name of Issuer Date of Issuance:

\_\_\_\_\_/\_\_\_\_\_  
 Signature/Printed Name of Staff Date of Issuance:

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 Child Plus Updated:  
 \_\_\_\_\_/\_\_\_\_\_  
 Signature/Printed Name Date of Issuance:

Copy to Employee Personnel File