

Note: Any non-returning or retiring staff must return the following items.

- 13-inch MacBook Air
- Power Adapter 2 parts
- Display Adapter

Staff's Name and School:		
Asset Number:		
Cost:		
If yes, how much?	Cost	Total
Display Adapter	\$60.00	
Broken Screen	\$50.00	
Broken Keyboard	\$50.00	
Trackpad Damage	\$50.00	
Severe Damaged Corner	\$50.00	
Power Adapter + Extension Cord	\$60.00	
Power Adapter	\$40.00	
Extension Cord	\$20.00	
Total Cost		
Inspector's Signature and Date:		
Inspector's Signature and Date:		
Notes:		
Payment received: ☐ Yes ☐ No		
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