

DCSS TECHNOLOGY DEPARTMENT

CPU MOVE FORM

DO NOT REMOVE

STEP ONE:

DATE:	LOCATION:
ROOM:	ASSET:
MOTHERBOARD:	MEMORY:

STUDENT	TEACHER	ADMINISTRATOR
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NAME

STEP TWO: (After completion of Step One, Attach to CPU)

CPU BLOWN OUT DATE:	INITIALS	
CPU CLEANED W/WINDEX DATE:	INITIALS	
GHOST DATE:	INITIALS	

STEP THREE: NEW LOCATION

LOCATION:	ROOM:
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STUDENT	TEACHER	ADMINISTRATOR
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NAME:

RENAME CPU:			INITIALS/DATE	
JOIN DOMAIN:			INITIALS/DATE	
NET PROGRAMS:			INITIALS/DATE	
PRINTER:			INITIALS/DATE	
PRINTER NAME:			INITIALS/DATE	
EMAIL:			INITIALS/DATE	
SCHOOLMAX:			INITIALS/DATE	
MY DOCUMENTS:			INITIALS/DATE	
GEMS:			INITIALS/DATE	
DVR SETUP:			INITIALS/DATE	

DO NOT REMOVE

WHEN ALL STEPS ARE COMPLETE, RETURN TO LEAD TECHNOLOGY SPECIALIST