Appendix C

NFACAA Computer Sign Out Sheet

I, the undersigned do hereby declare that I have read, understood, and will adhere to the NFACAA computer use policy. I understand all the responsibilities within the policy and will perform them bound by this document and the role of Trusted Servant for the NFACAA.

_____	_____	_____
Position	Name	Date Out
_____	_____	_____
Position	Name	Date In
_____	_____	
Computer Description	Serial Number	
_____	_____	
Monitor	Serial Number	
_____	_____	
Printer	Serial Number	

Miscellaneous Items

_____

_____

_____

_____	_____	_____
Maintenance Warranty	Policy Number	Expiration Date

Cleared by Finance Committee_____

_____	_____
Approved by: Finance Committee Chair	Date