

Kansas Cycling Association IT Equipment Check-Out Form

Promoter Name: _____

Club Name: _____

Race Date: _____ Race Name: _____

Contact John Cichelli at 913-634-4741 or upperquad@hotmail.com at least three weeks prior to your event to schedule a date and time to reserve the equipment you will need. This form will be used to document equipment checked out and returned. Any shortages will be noted during check in and you will be assessed the cost to repair/replace those items.

I acknowledge receipt of the following equipment and agree to return it to John Cichelli in Lenexa, KS.

Receiving Promoter Signature and Phone Number

Date of Receipt

Equipment Checked Out	Equip Tag ¹

¹ Equipment tag examples: Computers: KCA1, KCA2, KCA3, KCA4, and KCA5. Printers: KCA-PR-1, KCA-PR-2, KCA-PR-3, KCA-PR-4, KCA-PR-5. Routers: KCA-RTR-1, KCA-RTR-2, KCA-RTR-3.

If your event requires the integrated email feature of the results software, use either KCA1 or KCA3 computers.

Returning Promoter Signature

Date of Return

Received By

Date Received

Available Equipment	Value/Ea.
Notebook Computer w/Pwr Adapter, Mouse, Ethernet Cord, Case	\$775
Printer, Power cord, USB Cord, 75' Ext Cord, 6 Outlet Surge Suppressor	\$225
Router w/Pwr Adapter	\$100
Bar Code Scanner w/Stand, Cable, Case	\$170