

# Kansas Cycling Association IT Equipment Check-Out Form

Promoter Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Race Date: \_\_\_\_\_ Race Name: \_\_\_\_\_

Contact John Cichelli at [upperquad@hotmail.com](mailto:upperquad@hotmail.com) at least four weeks prior to your event to reserve the equipment and schedule a pickup time. All IT equipment is in Lenexa, KS. All items checked out will be returned to John Cichelli in Lenexa, KS NLT 3 days after the event. 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.

\_\_\_\_\_  
Receiving Promoter Signature and Phone Number

\_\_\_\_\_  
Date of Receipt

Equipment Checked Out	Equip Tag <sup>1</sup>

<sup>1</sup> 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