



## Forms Checklist for SBBC Schools/Sites Offering Digital Divide Training

### **Step 1.**

*Remedy Ticket.* Make sure all correspondence ties back to the Remedy ticket number associated with the specified training.

What is the Remedy ticket number? \_\_\_\_\_

### **Step 2**

*Computer Inventory (Digital Divide Inventory Movement Form -- IMF)*

Keep a copy at time of receipt of equipment from Digital Divide to reference equipment when necessary.

Do you have a copy of the IMF for this Remedy ticket? Yes  No

### **Step 3**

*Equipment Release Form -- ERF (Form 4190)*

This form documenting transfer of computer ownership must be completed and signed by each equipment RECIPIENT. (If RECIPIENT is a minor under 18, then parent or legal guardian must also sign Form 4190 – ERF).

Do you have an ERF for each computer distributed via this Remedy ticket? Yes  No

### **Step 4**

*Special End User Software License Agreement (SEUSLA)*

This form, documenting transfer of software ownership must be completed and signed by each equipment RECIPIENT. (If RECIPIENT is a minor under 18, then parent or legal guardian must also sign the SEUSLA).

Do you have a SEUSLA for each computer received via this Remedy ticket? Yes  No

### **Step 5**

*Digital Divide Training Sign-in Sheet*

(Parent or legal guardian must sign the Digital Divide Training Sign-In sheet.)

Do you have the sign-in sheet for this training? Yes  No

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Name of “Contact Person” for this Training: \_\_\_\_\_

Contact Person’s Phone Number: \_\_\_\_\_

Training Date: \_\_\_\_\_

Please return this form and ALL ORIGINALS (Equipment Release Forms, Special End User Software License Agreement and the Digital Divide training sign-in sheet) Attn.: ETS/  
Digital Divide.