



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.

Do you know the Remedy ticket number? Yes No

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 received 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

Sign-in Sheet for Training Date

(If RECIPIENT is a minor under 18, then parent or legal guardian must also sign form 4190 – ERF).

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

Remedy Ticket Number for this Training: _____

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 training sign-in sheet) to Magda Arauz, ETS/Digital Divide.