

CHROMEBOOK, CHARGER AND CASE

Preparation and Turn-In Instructions

Monday, May 18, 2020 ~ 11:00 a.m. – 2:00 p.m.
West Laketon Avenue Parking Lot

PREPARATION FOR TECHNOLOGY EXIT INSPECTIONS TO BE COMPLETED PRIOR TO MAY 18TH

So, the turn-in process goes more quickly complete these steps before turn-in day:

1. Prepare your equipment for turn-in. **Personal stickers** and any residue left behind must be removed. But stickers with your **username and serial number should remain intact**. Missing username/ serial number stickers will slow down your check-in process.
2. If an item is damaged, complete the Chromebook Damage Report prior to turn-in. The report is located on the MCC website under Academics> Technology> Files & Links.
3. If an item is missing, have a check made out to Muskegon Catholic Central for the replacement cost of the item(s). Be sure to include the cost of any missing loaners.

REPLACEMENT COSTS

If an item is missing, bring cash or a check written to Muskegon Catholic Central to cover replacement costs as follows. If paying with cash, please bring the exact amount due.

- Chromebook: \$220.00
- Charger: \$25.00
- Carrying Case: \$50.00

TURN-IN PROCESS

1. **All items returned must be the exact items you were issued. Serial numbers will be verified.**
2. Bring your Chromebook, charger, case, any loaner items you've borrowed, and a check if payment is due.
3. Present payment for any missing items per the replacement costs listed.
4. The Chromebook Damage Report for any items needing repair, needs to be handed in with your device.
5. Please remain in your vehicle – a staff member will retrieve all technology equipment from you.

TECHNOLOGY DEPARTMENT FINAL INSPECTION AND APPROVAL SIGN-OFF

Once all equipment has been inspected and any applicable fees have been paid, the check-in will be approved.

If you have any questions please email Heidi Strong at hstrong@muskegoncatholic.org or Veronica Sanchez at vsanchez@muskegoncatholic.org