Media Rotation Log - HelpDesk

Departmental IT Staff									HelpDesk			
Drop Off						Pick Up						
Date	**Time**	**Name of person Depositing Tapes**	**Department / College**	**Media Count & Info**	**Signature (Deposit)**	**All Media Returned (Y/N)**	**Date Picked Up**	**Signature (Return)**	**ID Check**	**Signature (Deposit)**	**ID Check**	**Signature (Return)**