



TECHNOLOGY EQUIPMENT CHARGES NOTIFICATION

ID #
Location
Parent Name
Parent Email
1:1 Protection Plan
Protection Plan Used?

In accordance with CMCSS technology equipment policies¹, individuals will be charged for CMCSS equipment/accessories that have been lost, stolen, or damaged due to negligence.

You are being charged \$_____ for the items below. If you have any questions or concerns about this charge, please contact The Desktop Support Manager within **15 days** from the report date of this letter.

Thomas Owen, Technology Department
 Clarksville-Montgomery County School System
 thomas.owen@cmcss.net | 931-920-7419

TAG #	SERIAL #	INCIDENT TYPE	INCIDENT DATE	REPORT DATE	WORK ORDER #

ITEM	ACQUISITION DATE	ACQUISITION COST	CURRENT BOOK VALUE ²	LINE TOTAL

Payment Instructions: Payment should be made within **15 days** from the report date of this letter via cash, check (payable to CMCSS), or money order.

Students can pay through their school bookkeeper or by mailing payment to:

*Accounts Receivable
 Clarksville-Montgomery County School System
 621 Gracey Avenue
 Clarksville, TN 37040*

SERVICE FEE	
SUBTOTAL	
PROTECTION PLAN USED?	
TOTAL \$	

Employees should contact Heather Powell by telephone at 931-920-7410 or by email at heather.powell@cmcss.net to discuss payment options.

Comments:

¹ See Technology Acceptable Usage Policy (TCH-A002), First Aid Station Equipment Loan Agreement (TCH-F022), CMCSS Equipment/Uniform Loan Agreement (BUS-F012), CMCSS Student Code of Conduct (STS-M001), the CMCSS High School Laptop Handbook (HIS-M001), and CMCSS Middle School Laptop Handbook (MIS-M001).

² The current book value is the acquisition cost less the accumulated depreciation. Accumulated depreciation is the depreciable cost (the acquisition cost less the residual value at the end of its useful life) divided by the useful life of the asset (in months) multiplied by the number of months the asset has been depreciated.