

IT RESOURCE CENTER EQUIPMENT LOAN FORM IT-007
(please fill out the form in its entirety, print and sign, then deliver or mail to
the IT System Support Desk F-22 or drop off at 141 F)

Requested by:

Name: _____ Campus Phone: _____

Department: _____ Cell Phone: _____

Reason for Request: _____

Equipment Requested

Laptop (components: case, power cord, mouse, presenter)

Projector (components: case, power cord, remote)

Other: _____

IT department to complete:

Laptop # _____

Projector # _____

Other _____

Use of Equipment

Event: _____ Location: _____

Date & time Needed: _____ Date & Time to Return: _____

Please read and acknowledge:

Responsibility for participation in this program:

1. Employee agrees to pick-up and return equipment to the IT System Support Desk, Room 141 Fallerius building.
2. Employees are responsible for the proper care and use of the laptop and or projector issued to them for College related functions. All equipment must be used in accordance with this policy.
3. Employees are responsible for the lost equipment, as well damages due to dropping, spilling liquids, or exposing the unit to the elements, including replacement costs at fair market value.
4. If equipment is stolen, the employee must notify the IT Director immediately.
5. Employees must operate the equipment in accordance with the College's Computer Users Policy.
6. Equipment must be returned in good working condition with no damage beyond normal wear and tear.

Please check box to indicate you have read, understood, and agree to abide by the responsibilities of this program.

Employee Signature _____ Date _____

To be filled out by IT:

Date Equipment Returned: _____ **Equipment checked by:** _____