

TEMPORARY LOAN OF CENTER FOR INFORMATION TECHNOLOGY LAPTOP

*The person who will be responsible for the equipment must complete this form. The person responsible for the equipment **must** pick up and return the equipment borrowed.*

I _____ acknowledge that I have checked out a laptop and carrying case from the CIT. I will take possession of the equipment on _____ 200_ and will return it on _____ 200_ by (indicate time) _____. The serial number on the laptop is: _____ and the serial number on the "A" drive is: _____. Also included are a phone connection cord, power cord, adapter, and a 10 ft. network cord.

_____ This equipment will be used locally for work related activities.
_____ This equipment will be taken out of town for Hampton University work activities.

By signing below, I acknowledge that I have received the above equipment and understand that I am **completely** responsible for the equipment and all of the accessories assigned to me. I also understand that if this equipment is damaged, lost or stolen, I am fully responsible for its repair or replacement. (The value of this machine is \$1,700.)

Failure to return the computer and all peripherals on the agreed upon date and time will result in a late return charge of \$35.00 per day. (If Friday returns are scheduled and the equipment is not in by 5:00 p.m., you will be charged for Saturday and Sunday possession.)

Signature of Recipient _____
Date _____
Department _____
Phone Ext. _____

Equipment Released by _____
Date _____
Department _____
Phone Ext. _____

This equipment was returned on _____ by _____
Received by _____
Checked serial number match _____ "A" drive serial match _____
Check condition of ALL equipment and peripherals _____
Is borrower clear of obligations? Yes _____ No _____
If no, what is the charge? _____
What form of payment made? _____

If payment is due for damage, you will be notified as soon as a repair estimate is made. If you fail to provide payment for damage OR equipment lost or stolen, your personal University account will be charged.