

Equipment Loan Agreement

Agreement:

1. I assume full responsibility for the University owned property #_____
 - a. If Laptop, USB# _____

2. If this equipment is lost, stolen and/or damaged, I understand the full cost (listed below) will be charged to my BARC account:
 - Laptop: \$800 *Make sure a Flash Drive and Envelope is included*
 - Headset: \$75.00
 - Digital Recorder: \$100
 - Livescribe Pen: \$150
 - Spell Checker: \$50.00
 - Four Function Calculator: \$20.00

Issuance:

Issued to: _____ Perm #: _____

Phone #: _____

Date to be picked up: _____ Time to be picked up: _____

Date to be returned: _____ Time to be returned: _____

Please list the class this equipment is being used for (Excludes recorder, headset, and Livescribe Pen):

Signature of Borrower: _____

Date returned: _____ Time returned: _____

Equipment condition: _____

For office use only:

LAPTOP CHECKLIST

Items enclosed (please initial)

_____ **Flash Drive with Envelope***
_____ Power cord
_____ Optical mouse
_____ Headset/microphone

Items are in working order (please initial)

_____ Laptop fully charged
_____ Optical mouse
_____ Headset

DSP Staff: I verify that this Laptop was checked and is in working order and all items are included prior to being checked out.

Staff Initials and Date: _____