LOANER AGREEMENT FORM

Borrower's Name (Printed)

Borrower's Signature

Head of Department/Section Name (Printed) (**Faculty and Staff Only**)

Head of Department/Section's Signature (**Faculty and Staff Only**)

Provost's Signature (**Faculty and Staff Only**)   Date

Replacement cost of computer   Tag #   Serial #

Date Computer released to borrower   Latest date computer is to be returned

Date computer is returned

IT signature   Date

....

- Visiting faculty and administrative staff will be allowed the use of a loaner computer for a maximum of three weeks
- Local faculty and administrative staff are permitted to check computers for up to one week, while waiting for repairs to their Enterprise-assigned computers
- Loaner computers are not available to temporarily fulfill permanent computer purchase orders
- Students can borrow notebook computers on a weekly basis
- For students, there is no charge for the first week. Following weeks are $50 US per week
- Due to the limited number of loaner computers students are encouraged to return the loaners as soon as possible
- Under no circumstances will IT provide students loaner equipment for longer than the completion of the current semester

Please see the full Loaner Notebook Computer Policy for more detail.

June 21, 2019