



LAPTOP AGREEMENT
COMPUTING & TELECOMMUNICATION SERVICES

Requester Name: _____ Ext.: _____

Department Name: _____

Date of pick-up: _____ SCC #: _____

Date to be Returned: _____ Serial #: _____

Rules:

1. Borrower is **NOT** to install any software on the laptop without prior CTS approval.
2. Laptop is to be returned in the same condition in which it was checked out.
3. The laptop may **NOT** be kept for more than one week without prior approval and is only to be used for college-related business.
4. The borrower's department is liable for loss or damage of any nature.
5. The borrower shall not attempt to replace or repair any item. The cost of all repair, maintenance, or replacement shall be paid by the borrower's department.
6. CTS is **NOT** responsible for any work saved on the laptop.
The CTS department will remove any work left on the laptop upon its return.

I, _____, understand and agree to the rules listed above.

Requester Signature/Date

Dept. Head/Dean/Director/VP Sign/Date

CTS USE ONLY - OUT

Inventory out: laptop___, laptop bag___, power adapter___, Phone/Network Cord___, Mouse___

Additional items borrowed: _____

Picked up by: _____
to be signed by person picking up at time of pick-up

checked out by / Date

CTS USE ONLY - IN

Inventory in: laptop___, laptop bag___, power adapter___, Phone/Network Cord___, Mouse___

Additional items returned_____, or N/A

Date Returned to CTS _____

Received by: _____