



Seven Day School of Medicine Laptop Loaner Form

Academic Computing Services, Information Technology

You are welcome to borrow a laptop from our **School of Medicine Loaner Pool** for up to seven days. To insure we have loaner laptops on hand for students at all times we must adhere to the following guidelines. One late offense will result in a warning. A second late offense will result in the loss of borrowing privileges.

<i>Last Name</i>	<i>First Name</i>
<i>Address</i>	<i>Phone</i>

To be filled out by Help Desk staff					
Today's Date	Due Date	HEAT Ticket Number	Computer Serial Number	Condition upon Return	Inspected by

ATTENTION: My signature below means I am responsible for the care and custody of this laptop computer and power cord I am borrowing. Should the laptop or power cord become lost or damaged, I agree to pay the full replacement cost of (\$1,500).

This laptop is a shared resource. You are responsible for deleting any personal files or applications that you installed. The helpdesk is not responsible for any content left on the loaned laptop.

Signature