

**EQUIPMENT LOAN REQUEST**

NAME: DATE: STUDENT ID#:

ADDRESS: PHONE: EMAIL:

**Type of Equipment Loaned:**

[ ]  *Livescribe Pen* [ ]  *Laptop Computer* [ ]  *Zoom Twix & Cart* [ ]  *Talking Calculator* [ ]  *FM Stereo System*

[ ]  *Charger* [ ]  *Charger* [ ]  *All Components* [ ]  *Charger* [ ]  *Enlarged Keyboard*

[ ]  *Leather case* [ ]  *Cover/Case/Backpack* [ ]  *Instructional Disk* [ ]  *Cart* [ ]  *Other (Please Describe)*

Unit ID # Unit ID # Unit ID # Unit ID # Unit ID #

Please initial that you have read and agree to the following:

[ ]  I agree that I will return the loaned equipment without damage except for normal wear and tear.

[ ]  I have listed on the back of this page any damage to the equipment at the time I borrowed it. I will be responsible for any equipment damage that is not listed on the back of the page.

[ ]  A hold will be placed on my student account that will prevent me from registering, receiving transcripts, etc., at the time the equipment is checked-out and will remain until the equipment is returned in good working order, and by the deadline listed below.

[ ]  **I am financially responsible for the actual replacement costs of the equipment if it is lost, stolen or damaged.**

[ ]  **I will pay a $5.00 per day late charge (up to the replacement cost value) for equipment that is returned past the due date.**

**Student Signature: Required Return Date:**

**Equipment Loan Date**:  **Actual Return Date:**

Student Initial: Staff InitialStudent Initial: Staff Initial:

Hold Placed Date: Staff Initial: Hold Removed Date: Staff Initial: