

## Laptop Check-out Form

Ticket #: \_\_\_\_\_

This agreement ensures that equipment borrowed from the IT department will be used and maintained by the designated person (details below). By signing this form, you accept responsibility (for your department) to demonstrate proper use of specified equipment.

All specified equipment is the property of your employer and will be set up with standard software needed for use. We ask that you NOT install software of any kind, other than software provided by the IT department. Any issues regarding borrowed equipment must be dealt with by the designated IT technicians who will be available to provide assistance when needed.

### Description of laptop:

Manufacturer: \_\_\_\_\_

Model #: \_\_\_\_\_

Asset #: \_\_\_\_\_

Serial #: \_\_\_\_\_

### Items Issued: Please check appropriate boxes.

- Laptop
- Laptop Bag
- Power Cord
- Mouse Keyboard
- Docking station
- Monitor
- Second Monitor
- Ethernet cable
- USB Memory Stick
-

Borrower's information:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Phone/Ext: \_\_\_\_\_

Return Date: \_\_\_\_\_

**Note:** You will need to either log on to the laptop before taking it offsite or have a local account created, otherwise you will not be able to logon once away from the company network.

\*\*Return date should be no longer than 10 consecutive days unless otherwise approved.

\*\*E-mail reminders will be sent out one day prior to specified return date.

Technician's Signature \_\_\_\_\_