

**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: