



## John Jay Equipment Loan Form

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

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

Email Address: \_\_\_\_\_

Equipment (name/model): \_\_\_\_\_

Equipment (JC tag, other identification number): \_\_\_\_\_

Where will equipment be used? On-Campus \_\_\_\_\_ Off-Campus \_\_\_\_\_

Date Loaned: \_\_\_\_\_ Date to be returned: \_\_\_\_\_

### **I agree:**

- To return the equipment on the date recorded above
- To keep the equipment in a safe and secure location
- To be responsible for any theft and damages to the equipment
- Not to make any changes to the configuration including the installation of software
- To remove all personal files prior to returning the equipment
- To report problems with the hardware or software as soon as they occur to the TLC staff

Signature \_\_\_\_\_

Date \_\_\_\_\_

TLC Staff Signature \_\_\_\_\_

Date \_\_\_\_\_

\*\*\* Please also provide of your photo identification (ex: driver's license, CUNY photo id, etc.) with this form. It will be returned when the equipment is back.