



Information Technology Help Desk Equipment Loan Agreement

Help Desk SD #:

Asset type:

Accompanying accessories:

Asset Tag numbers:

Borrower's Name:

Phone #:

Department:

Office Building:

Office Room #:

Loan date:

Return Date:

Date Returned:

Received By:

By signing this form the user acknowledges and accepts the following:

- All loaned equipment is governed by Wagner College's policy on Acceptable Use
- The user is responsible for removing all of their data and/ or files before returning the equipment. IT will not be responsible for any lost data.
- All assets and accessories listed above will be returned undamaged and in working condition to the Help Desk
- All loaned equipment will be returned to the Help Desk by the return date listed above. The maximum loan period for all equipment is 1 week. Extensions can only be granted by IT in writing by the Help Desk signed by a full time employee. No verbal communication will be accepted as authorization of an extension.
- Any damages or losses may be charged by IT to either the user or the user's department depending upon the circumstances.
- Violations of this Equipment Loan Agreement may result in the loss of the privilege to borrow equipment from IT.

Print Name

Signature

Date