Accessibility Center Confluence – Room 121 Campus Box 400 PO Box 173363 Denver, CO 80217-3363

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AC Resource Lending Agreement – Smart Pen

Name: _	First		 Last				
S#: S		DI "					
Email: _	Your official CCD email account is the only email C	CCD will accept for correspond	dence.	@student.cccs.edu			
	I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.						
Student	::Print Name		Signature	Date			

This agreement entitles the Borrower: ______ (listed above) to the loan of a smart pen and its accessories. It stipulates that the Smart Pen be returned to the Accessibility Center by the due date listed. The Borrower is expected to take care of the pen and accessories to the best of his/her ability. The borrower will be financially responsible for the replacement cost of all loaned equipment in its original condition and in its entirety.

- 1. This equipment is to be used for school-related activities only. It is not for private use.
- 2. The Borrower will treat the smart pen with proper care which includes but is not limited to the following precautions:
 - Protecting the equipment from the elements and from damage
 - Protecting the equipment from theft
 - Keeping sole custody of the equipment
- 3. The Borrower is responsible for replacement and/or repair fees for the equipment. If not returned in its original condition by the due date, student is responsible for this debt. Failure to return equipment or pay this amount will result in the student's transcript and registration being withheld until the debt is cleared.
- 4. The Borrower will report any misuse/damage or loss of the equipment upon discovery.
- 5. The Borrower will return the items in a clean working condition on or before the due date obtaining a signed receipt from Assistive Technology Specialist or the Director of AC or the Operations Manager and safeguarding that receipt for six months for verification.
- 6. Borrower will cooperate with any investigations concerning this equipment in the event of equipment becoming damaged or missing.

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Loaned Item	Serial #	Condition	Due Date	Borrower Initials
Pen		Almost New		
cable		New		
2 pen tips, stylus		New		
Instruction booklets		New		
Notebook		Used		

I understar	nd the terms of the agreement	noted above and will comply wit	th all these terms.
Borrower:	Print Name	Signature	 Date
CDD Staffi			
CPD Stall.	Print Name	Signature	Date
CPD Staff:			
	Print Name	Signature	Date (Acceptable Return)
Notes:			