

AC Resource Lending Agreement - Computer

Name: _____	_____	_____	_____
	First	M.I.	Last
S#: S _____		Phone #: _____	
Email: _____			@student.ccs.edu
Your official CCD email account is the only email CCD will accept for correspondence.			
<i>I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.</i>			
Student: _____	_____	_____	_____
	Print Name	Signature	Date

This agreement entitles the Borrower: _____ (listed above) to the loan of a laptop computer and its accessories. It stipulates that the laptop be returned to the Accessibility Center by the due date listed. The Borrower is expected to take care of the laptop computer 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 computer with proper care which includes but is not limited to the following precautions:
 - Keeping the equipment in its proper case when not in use
 - Protecting the equipment from the elements and from damage
 - Protecting the equipment from theft
 - Keeping sole custody of the equipment
 - Not manipulating the settings and software of the computer in any way
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.

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6. Borrower will cooperate with any investigations concerning this equipment in the event of equipment becoming damaged or missing.

Loaned Item	Serial #	Condition	Due Date	Borrower Initials
Laptop Computer		New		
Power Cord		New		
Carrying Case		New		
Mouse		New		

I understand the terms of the agreement noted above and will comply with all these term.

Borrower: _____
Print Name
Signature
Date

CPD Staff: _____
Print Name
Signature
Date

CPD Staff: _____
Print Name
Signature
Date (Acceptable Return)

Notes: