

Laptop Lending Agreement

When borrowing a laptop from the Visual Resource Center I understand and agree to the following:

1. I am responsible for the laptop as long as it is checked out to me.
2. I will not loan the laptop to anyone else, regardless of his or her affiliation with CSUSB.
3. I understand that if I return this equipment in improper working condition or with components missing, I will be held responsible for repair or maintenance costs up to the replacement cost of the equipment.
4. I will return the laptop in person to the VRC, from where I borrowed it, no later than 15 minutes before the center closes on the date the laptop is due.
5. I understand that Visual Resource Center is not responsible for any files or personal information left on the laptop, and data stored or accessed will be erased when the laptop is returned.
6. I understand that if I do not return this equipment on time, I will be held responsible financially.
7. I understand that each laptop has a replacement cost of **\$1200** , power cord has a replacement cost of **\$50** and adopter of **\$40**.
8. I have verified that **I have received all the components** on the equipment loan checklist unless otherwise stated.
9. I have read and understand the laptop Borrowing Program Guidelines and I agree to be bound by the said guidelines.

By signing below, I certify that I have read, understand, and accept all of the terms and conditions stated above.

laptop ID:	
Printed Name:	
Signature:	
Student ID:	
Today's date:	

Staff Use Only

<p>Check case for laptop, charger and adapter.</p> <p>All parts present? Yes _____ No _____</p> <p>DATE: _____</p> <p>STAFF INITIALS: _____</p>
