



Staff Laptop Computer Check-Out Form

Required fields are marked with an *

- I understand all laptop computers and/or accessories the Desert Community College District has provided to me are the property of the District.
- I agree to all the terms in [Board Policy 3720 Computer and Network Use](#) and [Administrative Procedure 3720 Computer and Network Use](#).
- I will not allow any individuals to use any laptop computer and/or related equipment and accessories that have been assigned to me by the District.
- I agree to return to the District the equipment assigned to me in the same condition in which it was provided to me (excluding normal wear and tear) upon my departure from the District. Should I fail to return the equipment upon my resignation date, I agree that I will be invoiced by the District for the replacement cost of such equipment.
- I understand that a violation of the terms and conditions set forth in this agreement may result in the restriction and/or termination of my use of the District's laptop computers and/or accessories.
- Please backup all data files before returning the laptop to IT.

Equipment User's Name*:

Department*:

Equipment or Item Model #*:

Serial #*:

Comments (Overall condition, scratched, dented, bent, missing keys or parts):

Equipment User Signature*:

Date*:

ITS Authorized Signature*:

Date to be Returned:

Original: Information Technology Services

Copy: Equipment User