



NNMC ASSET/IT EQUIPMENT CHECKOUT FORM

Date: _____

Name: _____

Department: _____

Banner ID: _____

Room #: _____

Cell Phone #: _____

E-Mail Address: _____

Description: _____

Tag #: _____

Loan Date: _____

Return Date: _____

Accessories: _____

Loan Guidelines and Policies:

NNMC has authorized your loan of the above referenced equipment and accessories. Therefore, you are required to abide by the following policies:

- I will ONLY use the laptop to support my work at NNMC.
- I will not add, delete from, or alter any software programs previously installed in computer.
- I will not download, nor will I save, any pictures, music and/or other files from the Internet, unless it is authorized by the IT Director or an IT Technician.
- I will not send or view fraudulent, harassing, obscene, indecent, pornographic, intimidating or unlawful communications.
- I will ensure that all disks, flash drives, and CD's inserted in the computer are virus free.
- I will not lend the laptop to anyone, as I will be the only person responsible for it.
- I will always keep the laptop safe, and in good condition.
- I understand that failing to comply with these guidelines will result in losing my privilege to check out any other NNMC equipment in the future.
- **I understand that the laptop and accessories must be returned by the end date specified above. If I do not return it promptly, it will be considered lost or stolen and I will be responsible for paying the full replacement.**
- I understand that any damages to the computer will be assessed on an individual basis and charged in the same manner.

I fully understand and agree to abide to these guidelines and policies:

Signature: _____

Date: _____

Approved by: _____

Date: _____

RETURN OF EQUIPMENT:

Condition: Good Fair Poor Damaged Lost

Comment: _____

Signature of IT Director: _____

Date: _____