



INDIANA UNIVERSITY
SCHOOL OF EDUCATION
IUPUI

**Information Technology &
Instruction Equipment Loan Form**

The equipment listed below is the property of Indiana University – School of Education at IUPUI and is being loaned for the time period and to the person indicated below.

User Information

Faculty-Staff Member Name: Ahmet Cengiz
Email Address: ahcengiz@iu.edu
Purpose: Faculty use for meeting.

Equipment Information

Service Tag: 027530461153
Loan Date: 12/03/2019
Return Date:

I understand that the following conditions will apply to all equipment:

- a. It will only be used by me for school related activity;
- b. I assume liability for damage or theft and will be responsible for the repair or replacement costs of each item (I will consult my personal homeowners or auto insurance coverage policies);
- c. I will not store any confidential or sensitive information as defined by the IU Security Office policy on the equipment, <http://protect.iu.edu/cybersecurity/data> ;
- d. I will report the loss or theft of the equipment immediately to Education Technology Services;
- e. I will exercise reasonable care in its transport and use;
- f. I will return the equipment on the agreed Return Date/Time indicated above OR immediately prior to terminating employment with IU School of Education at IUPUI OR upon the request of Education Technology Services.

Faculty-Staff Member Signature: _____ **Date:** __/__/____
APPROVAL: _____ **Date:** __/__/____
(Education Technology Services Staff Signature)

The item has been returned and inspected for damages. Damages are noted as follows:

Signature of ETS Staff Checking in: _____ **Date:** __/__/____