Loaner Dell Latitude

**Dell Latitude e6400 laptop**

* Service Tag: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** <
* GLPI Item: PSU-0000-\_\_\_\_\_\_\_\_ <
* Imaged with Vista
* Installed applications:
  + Microsoft Security Essentials antivirus
  + Open Office suite

Notebook is fully functional with no physical damage other than small scratches in plastic parts \_\_\_\_\_\_\_\_\_ ( initial) <

Note any large scratches or dents on laptop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <

1. Dell battery – 6-cell – Serial #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** <
2. Dell Power adapter – Serial #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** <
3. Dell Hard Drive –Serial #: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** <

Individual who is receiving this **Dell laptop and AC Adapter** as a short-term loan accepts all financial responsibilities due to accidental damage or theft during the loan period.

Any data loanee stores on laptop will be erased within 24 hours of laptop return to Repair Center

Date of loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <

Expected data of return – no later than 3:00pm on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (maximum of seven days from date of loan) <--

Loaned to:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ < Phone: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** <

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ <