Ticket Number



The Missouri University of Science and Technology recognizes the occasional need of faculty and staff to borrow a loaner laptop while their computer is being fixed or should one be required for a special occasion such as for travel, university events, etc. To accommodate this need, the University has several laptops available for check out based on user’s particular needs. The terms and conditions of borrowing a laptop from Missouri S&T-IT are as follows

1. I am to be held personally responsible for the equipment that I have checked out. I am to be held liable for any physical damage that the laptop incurs while it is in my care.
2. I understand that any personal data that I store on the laptop can/will be erased upon my return of the laptop to IT. S&T-IT is NOT to be held responsible for any personal data that I leave on the laptop.
3. I will practice safe computing habits such as and not limited to; the visiting of safe websites, the basic procedures of virus prevention, using only trusted wireless networks and work towards the prevention of laptop theft.
4. I will return the Laptop and it’s peripherals to IT on the requested return date and will contact IT should an extension be required.

**BILLING:**

Monday-Thursday: $10.00 per 24 hours or fraction thereof.

Friday: $10.00 if returned to the walk-in by 4:30PM Friday or to the Library Circulation desk by noon on Saturday. Otherwise $20.00 when returned on Monday before the time it was originally checked out.

I have been informed of the guidelines and responsibilities for Missouri S&T’s IT Department staff to provide the requested laptop loaner services.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@mst.edu \_\_\_\_\_\_\_\_\_\_\_\_\_

Customer Name (Printed) S&T User ID (your email address) MoCode

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Customer Date Machine Name