Ticket Number



The Missouri University of Science and Technology recognizes the occasional need of faculty, staff, and students to borrow loaner equipment while theirs is being fixed or should it be required; for a special occasion such as for travel, university events, dead network jacks, etc. To accommodate this need, the University has specific equipment available for check out based on user’s particular needs. The terms and conditions of borrowing equipment from Missouri S&T - IT is 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 equipment incurs while it is in my care.
2. I understand that any personal data that I store on the equipment can/will be erased upon my return of the equipment to IT. S&T - IT is NOT to be held responsible for any personal data that I leave on the equipment.
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 equipment theft.
4. I will return the equipment and it’s peripherals to IT on the requested return date and will contact IT should an extension be required.

I have been informed of the guidelines and responsibilities for S&T IT Department staff to provide the requested equipment loaner services.

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

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Signature of Customer Date