



Information Technology

Student Loaner Agreement

You are about to check out a very expensive piece(s) of electronic equipment from AS&E IT. If you fail to abide by the rules below, your borrowing privileges may be revoked and you may be liable for the full replacement cost. You will be asked to sign an agreement regarding the condition of the item(s) upon return.

1. I will assume full responsibility for the equipment I am checking out.

2. I will not let anyone else use the equipment while it is checked out to me.

3. I will not leave said item(s) unattended. I will always put the item(s) in a safe place when not in use.

4. When not in use I will always carry the item(s) in its provided bag.

5. I will return the item(s) in the same condition as when it/they were checked out to me. If any damage or loss occurs while checked out to me, I will be responsible for the full repair or replacement costs.

6. I will personally return the item(s) before the designated date and time below. Strikes, which expire after 6 months, will be issued for lateness or damage. Bans can be issued for severe violations. An accumulation of 3 strikes will result in a temporary ban. Up to 6 hours late will constitute 1 strike and additional strike(s) will be issued for each subsequent 6 hour period.

7. For loaner laptops, personal data may not be preserved, and will be purged on restart. The data in the Saved Data folder will be saved, and you are responsible for deleting it before returning the computer.

Check Out

☒ ID check

☒ Condition check

☒ Tell due date

☐ Signature

☐ QuickCall

ITEM:

Canon t6i - C2

NAME:

Jiamu Tang

EMAIL:

jtang41@u.rochester.edu

PHONE:

0

CONDITION & REMARKS:

DUE:

Monday, March 10th 2025, 10:00 am

NETID:

jtang41

ATTENDANT OUT:

ksykes4

TIME OUT:

Friday, March 7th 2025, 2:48 pm

By signing, you agree to the terms stated at the top of this agreement:

SIGNATURE:

DATE:

Check In

Postgame:

☐ Condition check

☐ Return in LASSO

☐ Fill Out Penalties Box

☐ Signature

☐ QuickCall

ATTENDANT IN:

TIME IN:

CONDITION & REMARKS:

☐ I agree with the assessed return condition

☐ I disagree with the assessed return condition

pk: 10244

SIGNATURE:

DATE:

Penalties Issued:

☐ Strike #  issued

☐ Referred to managers

Reason: 

☐ Late

☐ Damage

Additional Remarks:

Customer Initial:

I am aware of the penalties listed here.