
	<h1 style="text-align: center; color: green;">IT LOAN AGREEMENT</h1>		
	Version:	1.1	Release Date: 30/06/2018

1. Loan Policy

The Borrower must read and sign this IT loan policy.

Equipment is loaned for a short duration, normally not exceeding 1 month, with an option to renew once. Under no circumstances will the loan period exceed 60 consecutive days.

The INSEAD equipment, along with the installed software, must only be used in the context of academic activities. For AudioVisual (AV) equipment the Borrower agrees to use the material **only on** INSEAD Campus and **not outside** (unless there is a written agreement with the management of the program and the manager of AudioVisual Services).

Use the form on page 2 to specify the equipment and accessories loaned.

The Borrower confirms to have received this equipment in good functioning order.

In case of loss or theft the Borrower will be **fully responsible** so make sure the equipment is secured during the full loan period. An anti-theft cable will be supplied with each laptop for that purpose so please use it at all times.

The equipment must be returned to the IT/AV Department by the end of the loan period.

In case of secured AV material you can call the AV team on #4460 to have it recovered as soon as possible. (If AV is not responding, call #5555).

Please note that the equipment will be tested upon its return. If any malfunction or damage is identified you are the **sole responsible** and you **will be charged for any damage encountered**.

By signing below, you agree to the following terms:

1. I understand and agree that any software and hardware devices provided to me by INSEAD remains the property of INSEAD.
2. I understand and agree that I must make all reasonable efforts to protect the loaned equipment from theft and physical damage.
3. I shall respect the agreed return date by returning all the IT devices, including the software, no later than the said date.
4. I am the sole responsible until the return to IT/AV Department and I will be charged for any damage caused.

IT ON-SITE	2. Request Description		
	User: Phone #:		Classification: <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> PhD <input type="checkbox"/> MBA <input type="checkbox"/> Other Office location:
	Ticket #:		Open call date:
	Equipment requested and technically checked and comply to the user's needs :		
	IT Material: <input type="checkbox"/> Standard Desktop <input type="checkbox"/> Standard Laptop <input type="checkbox"/> UK <input type="checkbox"/> US <input type="checkbox"/> FR <input type="checkbox"/> External keyboard for a laptop <input type="checkbox"/> Network cable <input type="checkbox"/> Docking station <input type="checkbox"/> Monitor <input type="checkbox"/> Printer	AV Material: <input type="checkbox"/> Mobile sound station <input type="checkbox"/> Camera <input type="checkbox"/> Camcorder <input type="checkbox"/> Projector <input type="checkbox"/> Other: <input type="checkbox"/>	Accessories: <input type="checkbox"/> Clicker <input type="checkbox"/> Multimedia card reader <input type="checkbox"/> Audio cable/Video cable <input type="checkbox"/> Power supply <input type="checkbox"/> Suitcase <input type="checkbox"/> Mouse <input type="checkbox"/> Other:

ASSET	3. Equipment Description	
	Start date:	Model 1: Serial # 1: INSEAD tag 1:
	Return date:	Model 2: Serial # 2: INSEAD tag 2:

NOTES	4. Remarks and Comments

LOAN	5. Allocation of Equipment		
	Date:	Technician Name:	Signature:

RETURN	6. Return of Equipment	
	Date:	User Signature:

ASSET	7. IT Records	
	Update the asset records.	Asset Signature:

I have read and agree to the above conditions and hereby accept full responsibility for the equipment that I am loaning.

Borrower name:

Date and Signature: