

Student Lap Top loan form



To be completed by student

Surname: Lima

Forename(s): Karina

Student Signature: Karina

Tutor Group & Classroom: 1G

Please note: please ensure that this Lap top is returned to IT by the end of the working day. Failure to do so will result in a formal warning

Returning your equipment after your loan :

Please ensure that you have signed out of your Laptop & that it has been shut down so that others may be able to access resource.

Length of loan: Morning session ☐ Afternoon session ☐ All day ☒

Print name of Group Lead Ella

Signature of Group Lead [Signature]

Date:

To be completed by a member of the IT Team

Type of equipment:

Asset number:

2246

Date of Loan:

Time:

Signature of technician:

Time:

Signature of student on return of equipment:

Date: