



### IT Equipment / Software Usage Form & Agreement

Employee use of college owned IT equipment is subject to the loss, damage and replacement provisions of the EGSC Information Technology Equipment Policy.

#### Borrower Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="- Please Select -"/>	<input type="text"/>
First Name	Last Name	Borrower EGSC ID	Department	Email Address

#### Select Items

Items Requested	Type / Brand	Serial / Tag Number(s)
<input type="checkbox"/> Computer	<input type="text" value="- Please Select -"/>	<input type="text"/>
<input type="checkbox"/> Projector	<input type="text" value="- Please Select -"/>	<input type="text"/>
<input type="checkbox"/> Software	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>	<input type="text"/>

#### Other equipment being issued to borrower:

<input type="checkbox"/> Speakers	<input type="checkbox"/> Wireless Mouse	
<input type="checkbox"/> External Keyboard	<input type="checkbox"/> Surge Protector	
<input type="checkbox"/> Corded Mouse	<input type="checkbox"/> Wireless Presenter	
<input type="checkbox"/> Power Extension Cable	<input type="checkbox"/> Printer	Serial # <input type="text"/>
<input type="checkbox"/> External Hard Drive / Flash Drive		Expected Return Date <input type="text"/>

#### You may use the IT equipment listed above under the following conditions:

- The IT equipment you are being issued remains the property of East Georgia State College (EGSC). This equipment is loaned to you for your use only as long as you are an EGSC employee in this position. You cannot loan this equipment to another party.
- You may be financially responsible for any loss of or damage (other than normal wear and tear) to the IT equipment (including components) you are being loaned. Components include carrying case, power adapters, external mouse, wireless network cards, wireless presenter, printer. You may also be financially responsible for non-warranty repairs to the equipment you are being loaned due to physical damage caused by dropping, setting heavy objects upon it, exposure to excessive heat or moisture, etc.
- If being loaned a notebook computer, you are responsible for all data and personal applications that you install on the computer. You should periodically back up any data that you store on the computer.
- If being loaned a notebook computer, the notebook computer has the following software applications pre-installed: Microsoft Office Suite, McAfee AntiVirus software, and Adobe Acrobat Reader. You are responsible for the installation of any additional software you wish to use on this computer. EGSC Information Technology Department cannot be responsible for the proper operation of any software on this computer other than those software applications previously listed above.
- In the event any of the equipment you are loaned malfunctions, please bring it to the EGSC Information Technology department for repair. In the case of a hardware failure on notebook computer, the unit will be shipped to the manufacturer for repair. Otherwise, the computer will have its hard drive wiped clean and the Windows operating system and standard software (see item 4) will be re-installed. Please be aware that any data or personal applications will be erased during this process. You will need to re-install any other applications you wish to use on the computer and restore any data from backups you have previously performed.
- If you have been loaned a notebook computer, you will use the computer in accordance with the East Georgia State College Acceptable Use Policy: [http://www.egs.edu/policy/section\\_11.pdf](http://www.egs.edu/policy/section_11.pdf)

By signing this document (written or electronically), you acknowledge that you have read, understand, and agree to abide by the above conditions.

Borrower Signature: _____ 01/22/2018	IT Signature: _____ 01/22/2018
Date Returned <input type="text"/>	<input type="checkbox"/> IT staff has verified all equipment has been returned in good condition.

#### Comments

Borrower Comments <input type="text"/>	IT Comments <input type="text"/>
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(KEY)

EGCID Key: <input type="text"/>	AD Key: <input type="text"/>	Department Key: <input type="text" value="- Please Select -"/>	NAME Key: <input type="text"/>
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Requestor Signature

Date

Borrower Signature

Electronic Signature Pending