



RESOURCE CENTRE LAPTOP

Loan Agreement Department of Psychology, Faculty of Arts York University

I, _____, do hereby accept all responsibility for this Dell laptop while it is in my possession on loan from the Psychology Resource Centre, Department of Psychology, York University. I understand that I am directly responsible for the repair or replacement cost of the laptop (no less than \$2,000) as well as any lost, stolen or broken items or pieces, including power cords and accessories. My signature also certifies that I have read, understand, and agree to follow York University's *Senate Policy on Computing and Information Technology Facilities*, # : Sen 001 .

N.B. This signed agreement covers this and all my future loans of the R/Centre laptop.

Date

Borrower Signature (out)

Borrower Signature (in)

Borrower Phone Number

Borrower E-Mail

Staff Signature (out)

Staff Signature (in)

SOFTWARE TO BE USED (list all): _____

Laptop 4

Equipment Check-Out List

Laptop travel case	___
External mouse	___
CD-RW/DVD-ROM	___
CD Rom drive	___
Floppy drive	___
Power cord	___
Lan cable	___
Aux Cable	___

Equipment Check-In List

Laptop travel case	
External mouse	
CD-RW/DVD-ROM	
CD Rom drive	
Floppy drive	
Power cord	
Lan cable	
Aux Cable	

Laptop Problem / Damage Report : Please describe fully any problem or damage to the Unit: (continue on reverse if necessary)