

Equipment Checkout

The Department of Computer Science IT Services offers laptops, iPads, and other equipment checkout program for CS staff, faculty, and GTAs.

This program is designed to be a temporary solution while one is in the process of purchasing a laptop, if their laptop is being repaired, or if needed for teaching purposes. As well as lending cables or equipment for temporary use. User may opt into the program on a semester by semester basis by filling out the form.

Fill out and attach this form in the email as instructed on the website.

Required: OSU ID

IT - Equipment Checkout Agreement

- **Employee Information:**

- Date *

- Full Name *

- CWID *

- Email Address *

- Phone *

- Major/Department *

- Serial/Tag Number *

Conditions of Participation *

I understand that this laptop/equipment is owned by Computer Science at Oklahoma State University

I understand that I will use the laptop/equipment in accordance with Oklahoma State University Acceptable Use and Internet Use Policies including cables or devices borrowed.

I understand that by opting into the CS IT Services Checkout Program, I am responsible for the computer/equipment and/or all its accessories.

I am responsible for repairs or replacement of the laptop/equipment and its accessories and held liable for any loss, damage, or criminal acts that occur.

I understand that I am responsible to return the checkout laptop/equipment on time and if I fail to return on its due date, I may lose checkout privileges for the remainder of the semester.

If a situation of loss or damage occurs to any CS IT equipment. I am responsible to make arrangements with OSU to pay all charges.

Employee Full Name

Signature

Department Use Only *

Serial Number:

Machine:

Initial: