

**YUKON GOVERNMENT  
DEPARTMENT OF EDUCATION  
INFORMATION TECHNOLOGY & SUPPORT SERVICES**

Loan Agreement

I the borrower understand that:

- the equipment is to be returned intact with peripherals (e.g. patch cables, power cords, mouse, external hard drive, locking device).
- software must not be removed or altered on the equipment and if the borrower installs software, it must be removed before returning the equipment to Information Technology Support Services (ITSS).
- remember this is government property, meaning the computer and paraphernalia belongs to the government.

*(Please advise personnel if you would like a copy of signed form)*

Equipment	Loaner No.:	YTG ASSET TAG:	Equipment	YTG ASSET TAG:
<input type="checkbox"/> <u>WINDOWS</u> Laptop	_____	_____	<input type="checkbox"/> OTHER _____	_____
<input type="checkbox"/> <u>MAC</u> Laptop	_____	_____	<input type="checkbox"/> Mac Adapter	
<input type="checkbox"/> <u>SKYPE</u> Laptop	_____	_____		
<input type="checkbox"/> <u>VPN</u> Laptop	_____	_____		
<input type="checkbox"/> Projector	_____	_____		
<input type="checkbox"/> MBAIR SUPERDRIVE <u>000621</u>		<input type="checkbox"/> Extension Cord	<input type="checkbox"/> Speakers	
<input type="checkbox"/> Digital Camera <u>000625</u>	<input type="checkbox"/> Head Set	<input type="checkbox"/> Flash Stick	<input type="checkbox"/> Keyboard/Mouse	<input type="checkbox"/> Monitor

DM  ESS  AdvEd  PSB  Contractor  Other/YTG \_\_\_\_\_  School \_\_\_\_\_

**Borrower's Name:** \_\_\_\_\_ and Contact # \_\_\_\_\_

**Borrower's Signature:** \_\_\_\_\_ ITSS Personnel Initials: \_\_\_\_\_

**ITSS INTERNAL USE:**

Date Borrowed: \_\_\_\_\_ Expected Date of Returned: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Received Back By (ITSS Personnel Initials): \_\_\_\_\_

Condition of Returned Equipment:  Good  Fair  Poor

Missing Items:  N  Y \_\_\_\_\_ Items Found:  Y  N \_\_\_\_\_