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**Yukon Department of Education
Technology Loan Agreement**

(Keep one copy for Unit records and forward one copy to ITSS)

Staff must complete this form and have it signed before removing computer equipment from Information Technology Support Services (ITSS).

Loan Agreement

I the borrower understand that:

- The equipment will be returned intact with peripherals (e.g. patch cables, power cords, mouse); 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).
- Returning the equipment on the due date is essential to others who have booked the equipment, so as the next borrower will not be adversely affected by the absence of the equipment.

Equipment (Specify make, model – e.g. Dell Optiplex, IBM Thinkcentre, Apple eMac)

	Make / Model	YTG Asset
<input type="checkbox"/> CPU	_____	_____
<input type="checkbox"/> Laptop	_____	_____
<input type="checkbox"/> Projector	_____	_____
<input type="checkbox"/> Camera	_____	_____
<input type="checkbox"/> Other	_____	_____
<input type="checkbox"/> Keyboard	<input type="checkbox"/> Mouse	<input type="checkbox"/> Monitor

Borrower's Location: _____

Borrower's Name: _____ Contact # _____

Borrower's Signature: _____ IT Personnel Initials: _____

ITSS INTERNAL USE:

Date Borrowed: _____ **Date to be Returned:** _____

Date Returned: _____ **Condition:** _____