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January 2019

### 3.465:03 Equipment Loan Form

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## EQUIPMENT LOAN ACKNOWLEDGEMENT

(Last Revised January 2019)

Name: \_\_\_\_\_

Tel no: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

**Description of equipment borrowed (with serial number if applicable):**

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I acknowledge that Antioch University is providing this equipment for me to use in the course of my work duties. I agree to use the equipment and to manage the data stored in the equipment in accordance with the following University policies:

1. 3.465 Mobile Devices and Data Services;
2. 8.101 Acceptable Use of Electronic Resources;
3. 8.105 Information Security Policy;
4. 4.613 Mobile Technology Use and Driving;
5. 5.629 Student Records (FERPA); and
6. 4.601 Employee Code of Conduct, particularly sections II(B)(Damage to Property of the University and Others) and II(D)(Abuses Related to University Records and Documents).

I agree to safeguard the equipment detailed above (for example, equipment must not be left unsecured or left unattended in a vehicle, even if the vehicle is locked), to notify IT of any equipment damage, malfunction or loss, and to return all items immediately upon separation of employment.

I acknowledge that failure to comply may result in disciplinary action in accordance with AU policy 4.617 Corrective Action and Discipline. In addition, I acknowledge that loss or damage caused by my misconduct may result in a claim from the department for reimbursement of costs incurred to replace or repair equipment.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Office use only**

I confirm that the above item(s) have been returned in a satisfactory condition on \_\_\_\_\_, 20\_\_.

Authorizing Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_