Department of Mathematics UBC Computer Loan Request Form

Borrower:

____________________________________________________
Last Name First Name Student/Employee ID

Campus or Permanent Address

____________________________________________________
Home or Cell number

Campus Phone Number

Email Address

Dept. Rep.:

____________________________________________________
Last Name First Name

____________________________________________________
Campus Phone Number

____________________________________________________
Signature

Reason for borrowing computer: Please circle.
Teaching Research Admin Others: ______________________

Type of computer requested: Please circle
Macintosh PC
Vendor: Bookstore Others: ______________________________

Laptop Model# Computer Serial Number:

Please check:

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<thead>
<tr>
<th>Accessories</th>
<th>Out</th>
<th>In</th>
<th>Condition Out</th>
<th>Condition In</th>
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</thead>
<tbody>
<tr>
<td>Extra Power Supply</td>
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<tr>
<td>Extra Battery</td>
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<tr>
<td>Case</td>
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<tr>
<td>Mouse/Touch Pad /Trackball</td>
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<td>Others:</td>
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<td>______________________________</td>
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By signing this form, I understand that I am borrowing this computer and its associated equipment from Department of Mathematics UBC (Mathematics). I am also stating that I have read and completely understood the UBC’s policy for this equipment as it is written in the Mathematics Computer Loan Policy, which states that I will be responsible for theft of or damage to this computer while it is signed out to me and further that I will return this computer when it is due.

Date Checked Out: __________
Date Expected Return: __________

Borrower Signature: ________________________________
Department of Mathematics UBC Computer Loan Policy

*The Mathematics laptops will be stored in Main Office and maintained by IT Help group.
* Faculty purchased computers from their Grants will be stored and maintained by the owner or IT Help group.
*To check out a computer, borrower must fill out a computer loan request form, have the form signed by their department representative, and request the next available computer from Office Staff or IT Help group

Loan Period:
*Computers can be signed out for a one-week period, renewable ONLY if no one else is waiting for a computer.
* Computers own by faculty who will then issue an expected return date. This date should be the same as the expired date when visitors, grad students leaving UBC.
*NO RENEWALS WILL BE ACCEPTED BY PHONE.
*ALL RENEWALS MUST BE ACCOMPANIED BY A (NEW) COMPUTER LOAN REQUEST FORM.

Damaged, Lost or Stolen Computers:
*If a computer is damaged, the last person to check out the computer will be held responsible for up to $100 (one hundred dollars) in repair cost.
*If a computer is lost or stolen, the student responsible for borrowing the computer is responsible for paying 80% (eighty percent) of the Current Market Value for the computer.
* If borrower wants to keep the computer, he/she has to buy back the computer from the owner. The value will be determined by market value at the time when borrower returning the computers. IT help group will help that process. The money will be returned to grant holder who paid for it.

IT Support       phone: 604 822 6621       email: help@math.ubc.ca

Room Math222