



LOAN information section to be completed by borrower at time of equipment issue. RETURN information section to be completed by issuer at time of equipment return. Issuer will confirm borrower's UHWO identity and submit an electronic copy of the completed LOAN section or RETURN section to UHWO IT via the IT Help Desk System for equipment tracking and retain original copy for issuer's records.

Loan Information

| | | |
|---|--|------------------|
| UHWO Custodian of IT Equipment (Issuer) | | |
| Borrower Name | Affiliation Faculty Staff Student | |
| UH Username | Other Email Address | |
| Equipment Loan Location | | |
| Purpose of Loan | | |
| Loan Start Date | Loan End Date | |
| Instructor Name | | Instructor Phone |
| Course Alpha & Number | Course Name | |

Equipment Information

| Description | UHWO IT Asset Tag Number | Condition Notes |
|-------------|--------------------------|-----------------|
| | | |
| | | |

Signatures

I agree that UHWO has assigned me the equipment listed above on a temporary basis for UHWO related tasks. I am fully responsible for the proper care and handling of this equipment. I will return equipment on the agreed upon return date, or upon request, in the same condition as it was issued. I will reimburse UHWO for any replacement or repair costs should the item be lost or returned damaged. For student borrowers, a financial obligation hold may be also placed on your BANNER account.

The device(s) is for school and work only. It is the borrower's responsibility to be aware of the dangers and consequences of inappropriate use of the device(s). Protect all data put on device(s) and do not keep personally identifiable information on device(s). The borrower takes responsibility for any type of damage from the loss of sensitive and confidential data.

I acknowledge that I have read and understand this agreement as stated above.

| | | | |
|----------------------|-------|--------------------|-------|
| _____ | _____ | _____ | _____ |
| Borrower's Signature | Date | Issuer's Signature | Date |

Return Information

Date Returned: _____ Received By: _____

Return Condition: _____ Special Notes: _____