

Department of Geography and Planning
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Laptop Check-out Form

Instructions

Read, complete, and submit this form to the GIS Lab Supervisor or other authorized personnel.

Conditions

The borrower is responsible for the equipment checked and listed below. All equipment will be inspected before check-out and upon check-in.

Laptop equipment is available on a first-come, first-serve basis. Reservations for the laptop can be made up to 6 weeks in advance from the desired check-out date.

The maximum check-out period is 96 hours (4 days). Check-out for a longer period must have prior, written approval from the Department Chair.

Please be prompt in your return of the equipment as others may be waiting to use it. Download all your data before check-in.

Failure to abide by these conditions could result in loss of laptop privileges.

Name: _____ **Today's Date:** _____

Email: _____

Work Phone #: _____ **Home Phone #:** _____

Laptop: Dell Latitude CPx Dell Latitude D610

Accessories (Check): Ethernet Cable Modem Cable Mouse Bag

Power Adapter Removable Floppy Drive ESRI Sentinel Key

Other equipment (List): _____

Dates/Time Needed: _____

To be completed at time of check-out and check-in only:

Check-Out Date/Time (Initial upon check-out): _____

Check-In Date/Time (Initial upon check-in): _____

I have read the conditions and understand that I am solely responsible for all items listed above.

 Your Signature (Date)

 Authorized Personnel Signature (Date)