

# ITS Loaner Equipment Pick-up Authorization

I authorize \_\_\_\_\_ to pick up the following ITS loaner equipment on my behalf:

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(equipment description – to be filled out by ITS)

I understand that I, and not the person picking up the equipment, am responsible for it as per the terms stated. My signature indicates that I am responsible for the return of the items by the time/date agreed upon and in the same condition as received by the person picking up the equipment.

Ithaca College's policy is that the liability for any insurance deductible (up to \$1,000 per incident) in the event of damage, theft or loss is the responsibility of the borrower's (the person whose signature appears below) department, not ITS.

- ▶ Please be sure that ALL items on the equipment tag are accounted for at return time.
- ▶ Please remember to delete any personal files from loaner computers.
- ▶ Please be sure to notify ITS if you experience any equipment problems.

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(Date)

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Name (Signature)

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Name (Printed)

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(ID #)