ITS Loaner Equipment Pick-up Authorization

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

(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.

_________  ___________  ___________  ___________
(Date)      (Name (Signature))  (Name (Printed))  (ID #)