

EIC LAPTOP LOANER PROGRAM: Checkout and Liability Form

Laptop/FIU Tag No. _____

Value: \$ 1,000.00 (Includes: HP ProBook 4530 with Intel i5 2.40 GHz, 4gb RAM, 150gb HDD, Windows 7 Enterprise 32bit, battery, case, and power supply)

As the Borrower, you have been provided with the loan of a laptop computer with above FIU Tag No. In consideration of the right to use this laptop computer, the Borrower agrees to abide by the following terms and conditions:

1. The Borrower agrees to keep this laptop in his or her custody and agrees not to lend, loan, or otherwise provide it to any other person. The Borrower agrees not to use this laptop to violate any State or Federal Laws with regards to trademark, copyright, patent, libel, slander, or privacy of electronic data communication.
2. The Borrower agrees to inform the College of Engineering and the EIC immediately of any problems, malfunctions, damages, and loss or theft of the laptop, and agrees to assume all responsibility for any damage, loss, or theft of the laptop during the loan period. All costs associated with the loss, theft, or damage to the laptop while on loan to the Borrower shall be the sole obligation of the Borrower and shall be billed to the Borrower's student account, subject to all collection costs, including attorney's fees, and the withholding of transcripts and degrees until this financial obligation is met.
3. The Borrower agrees to return the laptop and all included accessories to the EIC within 48 hrs, in the same condition as on the Agreement beginning date. At the EIC's discretion, the loan period may be extended for up to a week.
4. **A late fee in the amount of \$25.00/day will be charged for not returning the laptop on the due date.** If the Borrower needs a laptop for a longer period of time, he or she must return the laptop in person on the agreed return date and check out a different one. (Subject to availability.)
DUE DATE _____
5. No data should be stored on the laptop's hard drive by the Borrower. All files stored locally will be deleted upon return of the laptop. The EIC is not responsible for any loss of data or any problems arising from this.

Laptops not returned within 24 hours of the agreed upon return date will be considered stolen. FIU police will be contacted and a hold will be placed on your FIU account. Individual cases may be referred to Student Affairs for disciplinary action.

I hereby acknowledge the receipt of the above listed property in the conditions specified in the Existing Damage Report Form (initial) and am aware of the responsibility for its care and return. Furthermore, I authorize the Engineering Information Center (College of Engineering) to charge any liabilities arising under this Agreement against my student account at Florida International University.

Borrower's name: _____

Panther ID: _____

Borrowers Signature X _____

Date: _____

Equipment distributed by: _____

Equipment received by: _____