



College of Education – Mobile Computer Lab
Laptop Checkout Form

Student Staff Faculty

If borrower is a student, indicate the COE faculty or COE staff sponsor:

Borrower Name _____ Borrower NAU ID _____

Class prefix/number, if applicable; what is the purpose? _____

Location/room where the laptops will be used _____

Checkout Date/Time _____

Return Date/Tme _____

List each individual laptop for this request. Use the back of this sheet if more than 5 is requested.

- | | | | |
|----|------------|--------------------------|------------------------------|
| 1. | PCN: _____ | <input type="checkbox"/> | check if AC adaptor included |
| 2. | PCN: _____ | <input type="checkbox"/> | check if AC adaptor included |
| 3. | PCN: _____ | <input type="checkbox"/> | check if AC adaptor included |
| 4. | PCN: _____ | <input type="checkbox"/> | check if AC adaptor included |
| 5. | PCN: _____ | <input type="checkbox"/> | check if AC adaptor included |

Check this box if your request is for the entire mobile computer cart.

Borrowers are responsible for any damage, vandalism, or theft that occurs to any computer equipment checked out in their name. In addition, borrowers are responsible for any illegal or illicit network activity that occurs while equipment is checked out under their name. By signing the form, you also agree to the terms and conditions stated in Northern Arizona University’s Network Acceptable Use policies. These policies can be found at <http://www5.nau.edu/its/policies>.

Borrower Signature _____ Date _____