

Department of Mathematics UBC Computer Loan Request Form

Borrower:

Last Name

First Name

Student/Employee ID

Campus or Permanent Address

Home or Cell number

Campus Phone Number

EMAIL ADDRESS

Dept. Rep.:

Last Name

First Name

Campus Phone Number

Signature

Reason for borrowing computer: Please circle.

Teaching Research Admin Others: _____

Type of computer requested: Please circle

Macintosh PC

Vendor: Bookstore Others: _____

Laptop Model#

Computer Serial Number:

Please check:

Accessories	Out	In	Condition Out	Condition In
Extra Power Supply				
Extra Battery				
Case				
Mouse/Touch Pad /Trackball				
Others: _____				

By signing this form, I understand that I am borrowing this computer and its associated equipment from Department of Mathematics UBC (Mathematics). I am also stating that I have read and completely understood the UBC 's policy for this equipment as it is written in the Mathematics Computer Loan Policy, which states that I will be responsible for theft of or damage to this computer while it is signed out to me and further that I will return this computer when it is due.

Date Checked Out: _____

Date Expected Return: _____

Borrower Signature : _____

Department of Mathematics UBC Computer Loan Policy

*The Mathematics laptops will be stored in Main Office and maintained by IT Help group.

* Faculty purchased computers from their Grants will be stored and maintained by the owner or IT Help group.

*To check out a computer, borrower must fill out a computer loan request form, have the form signed by their department representative, and request the next available computer from Office Staff or IT Help group

Loan Period:

*Computers can be signed out for a one-week period, renewable ONLY if no one else is waiting for a computer.

* Computers own by faculty who will then issue an expected return date. This date should be the same as the expired date when visitors, grad students leaving UBC.

*NO RENEWALS WILL BE ACCEPTED BY PHONE.

*ALL RENEWALS MUST BE ACCOMPANIED BY A (NEW) COMPUTER LOAN REQUEST FORM.

Damaged, Lost or Stolen Computers:

*If a computer is damaged, the last person to check out the computer will be held responsible for up to \$100 (one hundred dollars) in repair cost.

*If a computer is lost or stolen, the student responsible for borrowing the computer is responsible for paying 80% (eighty percent) of the Current Market Value for the computer.

* If borrower wants to keep the computer, he/she has to buy back the computer from the owner. The value will be determined by market value at the time when borrower returning the computers. IT help group will help that process. The money will be returned to grant holder who paid for it.

IT Support

phone: 604 822 6621

email: help@math.ubc.ca

Room Math222

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