

SUNY Ulster

Dell Latitude D-610 Laptop Sign-Out Form
For Use in Teaching Online Classes

Long-term loaner laptops are available for part time/adjunct faculty who are teaching online courses. To receive such a laptop, please fill out this form, and obtain the approvals/signature of your department chair and the Dean of Faculty in the appropriate spaces below. When complete, please bring this form to the Office of Information Technology.

Person requesting the laptop: _____

Online course(s) being taught: _____ Semester: _____

I have confirmed that the above individual teaching in my department is in fact teaching the above online course(s) and approve their receipt of a loaner laptop until the course(s) are completed.

Signature of Department Chair _____ Date _____

I hereby authorize a long-term laptop loan to the above instructor for the duration of the above course(s).

Signature of Dean of Faculty _____ Date _____

I acknowledge receipt of the laptop computer described below, and agree to exercise reasonable care and discretion in its use, care and protection until it is returned to SUNY Ulster. I understand that I am required to return this laptop to SUNY Ulster's OIT department immediately upon completion of the above course(s) and that failure to do so will result in withholding of my final paycheck until such time as I return this laptop, in proper working order and complete with all of the items checked below.

Signature of Borrowing Faculty _____ Date _____

Date Laptop Released: _____

OIT Tech Released by: _____

Laptop Serial Number: _____

Laptop Make/Model: _____

Equipment Verified by OIT Tech...

- _____ MB RAM
- _____ GB Hard Drive
- Modular CD-RW/DVD-ROM Drive
- Modular Floppy Drive
- AC Power Adapter
- Network Patch Cable
- Carrying Case

Date Laptop Returned: _____

OIT Tech Returned to: _____

Laptop Serial Number: _____

Laptop Make/Model: _____

Equipment Verified by OIT Tech...

- _____ MB RAM
- _____ GB Hard Drive
- Modular CD-RW/DVD-ROM Drive
- Modular Floppy Drive
- AC Power Adapter
- Network Patch Cable
- Carrying Case