



Serving Your Needs with Compassion

Equipment Loan Agreement

I hereby agree to the following terms and conditions when borrowing equipment from SYNC Employment Center *Information Technology Services*. **This agreement is valid for the duration of my employment with SYNC Employment Center/JPA.**

Initial Equipment Condition:

- The equipment has been tested prior to loan and has been verified to be functioning properly.
- The equipment will be reset upon return; all content will be erased and no longer available to me.

Damages:

- I am responsible for reporting any damages or equipment malfunctions immediately.
- I am responsible for all damages due to accident, neglect, abuse, or loss once this item has been checked out.
- In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment loaned may be billed to me.

Lateness:

- I agree to return the equipment to the Help Desk no later than the closing time on the day it is due.
- All equipment loan **extensions must be requested prior to due date** and at the Help Desk.
- I understand that I may **lose my loan privileges** due to late returns.
- I will be charged for the **full replacement cost** of the item if it falls more than 5 days overdue.

Fees for Collection:

- I authorize full replacement costs to be charged to my pay or my department.
- I understand the above and will accept any charges incurred.

I certify that I have read and accept my responsibility related to the loan of this equipment. I agree to adhere to the guidelines and policies. I understand that I personally am responsible for this equipment and may not loan it to a third party. I assume responsibility for all risk of loss or damage to the equipment.