



Laney IT Equipment Checkout Form

Employee Name: _____

Employee Email: _____

Item (s)	Manufacturer/Model	PCCD Tag Number	Serial Number

By signing this form, the borrower acknowledges and accepts the following:

- All loaned equipment is governed by PCCD's [Board Policy 3720 on IT Equipment Usage](#).
- The user is responsible for saving their data and/or files before returning the equipment. Laney IT will not be responsible for any lost data.
- Upon separation/termination of employment with Laney College, all items listed above must be returned to the Laney IT department.
- If any IT equipment is lost or stolen, it must be reported to the Peralta Police and Laney IT should be informed immediately.

Employee Signature: _____ Date: _____

Laney IT Approval: _____ Date: _____