

**Laptop Check-out Form**

This agreement ensures that equipment borrowed from the OSU Foundation will be used and maintained by the designated borrower (named below). By signing this form, the borrower accepts responsibility to demonstrate proper use of specified equipment.

All specified equipment is the property of the OSU Foundation and will be set up with standard software needed for use. We ask that you NOT install software of any kind, other than software provided by the IS department. The OSUF IS department will be available to provide assistance when needed.

**Description of laptop:**

Manufacturer: Dell Latitude D630  
Asset #: 2661  
Serial #: ISPR0F1

**Items Issued: Please check appropriate boxes.**

- Laptop
- Laptop Bag
- Power Cord

**Borrower's information:**

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Email address \_\_\_\_\_  
Phone \_\_\_\_\_  
Return Date\*\* \_\_\_\_\_

\*\*Return date should be no longer than 7 consecutive days from check-out unless otherwise approved by an OSU Student Foundation adviser.

StuFu Adviser's Signature \_\_\_\_\_