



Equipment Checkout Form

USER NAME (Last, First)		EID	TODAY'S DATE
DEPT. NO.	DEPT. NAME	E-MAIL ADDRESS	
PHONE NUMBER			

Equipment Checkout List

Serial Number

Computer

Monitor 1

— Monitor 2

Keyboard

Mouse

Other

For Other, type in equipment name and serial number if applicable. Use a comma to separate items if more than one piece of equipment is being checked out under Other.

I understand that the above equipment has been loaned to me by CSU for the sole purpose of performing my work duties while I am working from home. I agree not to utilize the equipment for any other purposes other than necessary to complete my work duties. I further agree to ensure that the equipment is secured properly while in my possession and will reimburse the university for any costs incurred if the equipment is damaged, lost or stolen.

Applicant's Signature

Date

FOR INTERNAL USE ONLY

Approving Manager/IT Personnel

Date