

ATS Disabilities and Computing Program

Laptop Check-out/Check-in Form

Check Out		Check In	
Date: _____ Laptop: _____		Date Returned: _____ Time: _____	
<input type="checkbox"/> Battery fully charged?	<input type="checkbox"/> Carrying bag ok?		<input type="checkbox"/> Carrying bag ok?
<input type="checkbox"/> Diskette ok?	<input type="checkbox"/> Headset in bag? (_____)	<input type="checkbox"/> Diskette ok?	<input type="checkbox"/> Headset in bag?
<input type="checkbox"/> CD ok?	<input type="checkbox"/> Documentation in pocket?	<input type="checkbox"/> CD ok?	<input type="checkbox"/> Documentation in pocket?
<input type="checkbox"/> Network/Modem ok?	<input type="checkbox"/> Mouse included? (_____)	<input type="checkbox"/> Network card ok?	<input type="checkbox"/> Mouse included?
<input type="checkbox"/> Casing ok? (note chips or cracks)	<input type="checkbox"/> Other _____	<input type="checkbox"/> Casing ok? (note chips or cracks)	<input type="checkbox"/> Other _____
<p>User Checking Out:</p> <p>Name: _____ Email: _____</p> <p>Student ID: _____ Phone: _____</p> <p><i>I understand that I am responsible for the safe and timely return of this laptop to the DCP lab. I have reviewed the above checklist and the Damage Rate Chart and agree that the laptop is in full working order. If damages are incurred, I understand that I am responsible for any charges as applicable. I also understand that intentional vandalism will result not only in being charged the full replacement cost of the unit, but also disciplinary action. I promise to return this equipment by 5 p.m. on _____.</i></p> <p>User Signature: _____</p>		<p>User Checking In:</p> <p>Name: _____</p> <p><input type="checkbox"/> I am returning this laptop to the DCP lab in the same good working order as when I checked it out. I understand that any work I stored on this laptop will be erased upon check-in.</p> <p><input type="checkbox"/> Damages to the laptop were sustained while it was checked out to me. I agree to work with the DCP coordinator in determining the appropriate compensation according to the Damage Rate Chart on the back of this form.</p> <p>User Signature: _____</p>	
<p>DCP Staff Checking Out: _____</p> <p><i>I agree that this laptop is in full working order to the best of my knowledge and have reviewed the checklist with the user.</i></p> <p>DCP Staff Signature: _____</p>		<p>DCP Staff Checking In: _____</p> <p><input type="checkbox"/> This laptop has been checked in and found to be in the same good working order as when it was checked out.</p> <p><input type="checkbox"/> This laptop has sustained damages noted above and the user has been referred to the Damage Rate Chart and the DCP Coordinator for further action.</p> <p>DCP Staff Signature: _____</p>	

Basic Rules and Agreement:

- *This hardware and software is loaned to you strictly for evaluation purposes. You may not copy any of this software onto other machines.
- *You are responsible for making sure the laptop does not get damaged, lost or stolen while it is in your possession.
- *The **hard drive** is rebuilt every time the laptop is checked back in. This means that anything you saved to the hard drive or installed will be **lost**.
- *The maximum loan time for this equipment is two weeks.

Laptop Damage Rate Chart

The following chart outlines some common damages and their corresponding charges. General wear-and-tear kinds or deterioration will not be charged to the user, only damages incurred from negligence or abuse. Variations to this chart are to be determined on a case-by-case basis with the DCP Coordinator.

Damage	Charge to User
Total destruction – the laptop arrives back in pieces and is completely inoperable.	Full cost of a replacement machine. Approx. \$2,000 - \$4,500 based on current market.
Failure to return the laptop.	Full cost of a replacement machine. Approx. \$2,000 - \$4,500 based on current market
Intentional vandalism including scratching or inking names, words, or pictures on any physical part of the laptop, re-arranging the keys on the keyboard or other malicious damage.	Full cost of replacement machine. Approx. \$2,000 - \$4,500 based on current market. Plus a trip to the Dean of Students office for disciplinary action.
Display hinge broken or inoperable.	\$100-\$500 based on severity.
Missing diskette drive	\$100
Missing mouse	\$30
Missing CD drive	\$250
Major dents, cracks or scratches that impair operation.	\$100-\$500 based on severity.
Minor scratches from general wear-and-tear that do not impair operation.	No charge.
Missing or damaged power adapter.	\$45
Missing cat5 network cable	\$5.00
Software or configuration damage.	No worries – we can fix this as long as it's not hardware damage.
Missing or broken keys.	\$10 each
Liquid, food or gum on the keyboard, touchpad or case.	\$10 - \$50 depending on severity.
Headset missing	\$65
Headset broken	\$65
Missing network card	\$200