

GSA Computer Loan Request Form

Borrower:

Last NameFirst NameSocial Security Number

Department

Campus or Permanent Address

Campus Phone Number

EMAIL ADDRESS

Dept. Rep.:

Last NameFirst Name

Campus Phone Number

Signature

Reason for borrowing computer: Please circle.

Thesis Class Report Lab Paper Statistics Other _____

Type of computer requested: Please circle

Macintosh PC

For Office Use Only:

Accessories	Out	In	Condition Out	Condition In
Power Supply and Cord				
Battery				
Modem				
Mouse/Touch Pad /Trackball				
Other _____				
Computer Number				

By signing this form, I understand that I am borrowing this computer and its associated equipment from the UMB GSA. I am also stating that I have read and completely understood the UMB GSA's policy for this equipment as it is written in the GSA Computer Loan Policy, which states that I will be responsible for theft of or damage to this computer while it is signed out to me and further that I will return this computer when it is due. I understand that each day the computer is turned in late, **I will pay a fine of \$5.00.**

Date Checked Out: _____

Date Checked In: _____ Student Signature: _____

This computer must be returned by : _____

The borrower will incur a late fee of \$5.00/day late!

Thank you for using the GSA computer loan program!

Jade Bernstein

phone: 6-4346

email: jbern002@umaryland.edu

UMB GSA Computer Loan Policy

Contact:

- *The GSA laptop computers will be stored and maintained by Michele Vitolo.
- *When not checked out the computers will be stored in a locked location.
- *To check out a computer, a graduate student must fill out a computer loan request form, have the form signed by their department representative, and request the next available computer from Jade Bernstein.

Jade Bernstein can be contacted at:

Biomedical Research Facility
108 N Greene St Rm 419
phone: 6-4346
e-mail: jbern002@umaryland.edu

Loan Period:

- *Computers can be signed out for a one-week period, renewable ONLY if no one else is waiting for a computer.
- *NO RENEWALS WILL BE ACCEPTED BY PHONE.
- *ALL RENEWALS MUST BE ACCOMPANIED BY A (NEW) COMPUTER LOAN REQUEST FORM.
- *If the computer is not returned at the end of the loan period a late fee of **\$5 (five)** per continuing day will be assessed and future loans may be denied.

Damaged, Lost or Stolen Computers:

- *If a computer is damaged, the last person to check out the computer will be held responsible for up to \$100 (one hundred dollars) in repair cost.
 - If the repairs exceed \$100, the student will not be held responsible for more than \$100.
 - If the repairs are less than \$100, the student will be held responsible for the total cost of the repairs.
- *If a computer is lost or stolen, the student responsible for borrowing the computer is responsible for paying 50% (fifty percent) of the Current Market Value for the computer.

Late fees and Fines:

All late fees and fines incurred by a student who has borrowed a GSA computer can be appealed. The student must submit a written statement to the Executive Committee of the GSA stating the rationale for their appeal. The Executive Committee will then meet and discuss the appeal and will decide to levy or waive the fee or fine. The decision of the Executive Committee is final.