



<b>Faculty / Staff Info</b>	First Name		Last Name		Phone # or Extension		
	Faculty/School/Department			Position Title		Alternate Email (if applicable)	
	Institution <input type="checkbox"/> DC <input type="checkbox"/> UOIT <input type="checkbox"/> Shared		Job Type <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other <input style="width: 100px;" type="text"/>		Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Sessional <input type="checkbox"/> Contract <input type="checkbox"/> Other <input style="width: 100px;" type="text"/>		
<b>Asset Info</b>	<input type="checkbox"/> New Issue <input type="checkbox"/> Return <input type="checkbox"/> Hardware Refresh <input type="checkbox"/> Software Re-Image <input type="checkbox"/> Loaner		<input type="checkbox"/> Laptop (PC) <input type="checkbox"/> Laptop (Mac) <input type="checkbox"/> Tablet <input type="checkbox"/> PDA <input type="checkbox"/> Other		Equipment Model		
					Asset Tag		
The following components have been distributed with the Asset indicated above:							
<b>Components</b>	Carrying Case/Bag		<input type="checkbox"/>	AC Adapter		<input type="checkbox"/>	
	Security Lock		<input type="checkbox"/>	Power Cable		<input type="checkbox"/>	
	Network Cable		<input type="checkbox"/>	Modem Cable		<input type="checkbox"/>	
	Battery (installed)		<input checked="" type="checkbox"/>	Optical Drive (installed)		<input type="checkbox"/>	
<b>Return</b>	Equipment Return Date:		OR	Hardware Refresh Year:			
	Return Comments:						
<b>Notes</b>							
<b>Signatures</b>	UOIT agrees to grant possession and use of the above equipment, to the undersigned Faculty and/or staff, provided it is returned to IT Services when the holder is asked to do so.						
	I, the undersigned, agree I have received the above equipment and/or components and accept responsibility for the protection of the items to the best of my abilities.						
	Faculty/Staff Signature					Date of Signature	
IT Services Signature				Office Notes:			