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# SUPPLIES/EQUIPMENT LOAN AGREEMENT

**Persons Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Persons Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Persons Role:** [ ] Student [ ]  Faculty [ ]  Staff

**Requirements and Agreement for Use:**

**I agree to take responsibility for supplies/equipment including but not limited to the supplies/equipment that I personally use in my line of work for CCRI. I understand the use of the supplies/equipment is for educational and assigned purposes only.**

1. I understand I am responsible for maintaining the supplies/equipment in working condition while said supplies/equipment is in my possession or in my purview.
2. I agree to return the supplies/equipment in the same working condition that I received it to the designated personnel.
3. I agree and understand that if instructed by either the Associate Dean of Student Life or other Advisor to return the hardware/software given to me to use, I must comply immediately.
4. I agree and understand that if the supplies/equipment leaves the CCRI campus at any time, the Associate Dean of Student Life and/or Advisor must be notified of the purpose, length and terms for the equipment leaving campus.
5. I agree and understand that if the supplies/equipment and/or other related items are stolen, vandalized, misplaced, destroyed, damaged, etc. that I am solely responsible and will reimburse (pay) the College the amount required to replace or repair the equipment, software or other related items.

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**Persons Signature Date**

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**Associate Dean of Student Life Signature or Supervisor Date**

**(ORIGINAL DOCUMENT REMAINS IN CCRI OFFICE OF STUDENT LIFE; COPY TO AGREEMENT PERSON)**