



**Late Fees**

Days Late \_\_\_\_\_ Charges \_\_\_\_\_  
\$5/day

# EQUIPMENT LOAN AGREEMENT

## CLIENT INFO

Name \_\_\_\_\_  
 CWID \_\_\_\_\_  
 Email \_\_\_\_\_@okstate.edu

## STAFF ONLY

Date \_\_\_\_\_ Due \_\_\_\_\_  
 Renew \_\_\_\_\_ Due \_\_\_\_\_  
 Initials \_\_\_\_\_

*Checkout is for 4 days.  
 Renewal is for an additional 4 days.*

## Semester Loan

**X** \_\_\_\_\_  
Faculty Signature Date

Late Notice \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials \_\_\_\_\_  
 Follow-Up \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Initials \_\_\_\_\_

Item #	Item	Condition at Check In	Out	In
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

## Check All That Apply:

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Out / In<br>Charger | <input type="checkbox"/> <input type="checkbox"/> Out / In<br>Apple Pencil <b>\$120</b> | <input type="checkbox"/> <input type="checkbox"/> Out / In<br>Adapter | <input type="checkbox"/> <input type="checkbox"/> Out / In<br>Keyboard | <input type="checkbox"/> <input type="checkbox"/> Out / In<br>Other _____  |
| <input type="checkbox"/> <input type="checkbox"/> Cord                | <input type="checkbox"/> <input type="checkbox"/> Case <b>\$40</b>                      | <input type="checkbox"/> <input type="checkbox"/> Projector           | <input type="checkbox"/> <input type="checkbox"/> Lighting             | <b>Reminders For Staff:</b><br>-Check for damages on<br>-camera lens<br>-screens<br>-cases<br>-charging cords<br>-back/front cameras |
| <input type="checkbox"/> <input type="checkbox"/> Tripod              | <input type="checkbox"/> <input type="checkbox"/> iPad Pro <b>\$750</b>                 | <input type="checkbox"/> <input type="checkbox"/> Mouse               | <input type="checkbox"/> <input type="checkbox"/> MacBook              |  |

## TERMS OF USE

**You are responsible for the items you sign out; by signing this form, you agree to the following:**

- Check out is for 4 days. any renewals are for an additional 4 days.
- Equipment is to be used only by you for educational purposes. Do not lend equipment to anyone.
- If you return the equipment after the final due date, you will be charged **\$5 /day**.
- If any parts of the equipment are damaged, lost or stolen, your OSU Bursar Account will be charged for the replacement cost of each piece.
- Any unauthorized use or non-compliance to these terms may result in loss of borrowing privileges
- This agreement is binding for faculty, staff and students.

**I have read the above and agree to the terms.**

**I authorize the Art Department to charge this invoice to my Bursar Account.**

**X** \_\_\_\_\_  
Check Out Signature Date Staff Signature  
 File Maker Pro

**I have returned all items in the condition in which I received them.**

**I accept all charges or fees for late, damaged, or missing items.**

**X** \_\_\_\_\_  
Check In Signature Date Staff Signature  
 File Maker Pro