

# St. Joan of Arc Catholic Church



## IT Equipment Sign-out Form

This form assigns primary responsibility for St. Joan of Arc IT equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment. (Retain form for 6 months)*

Borrower Name _____	Cell Phone _____
Primary Location of Equipment While Signed Out _____	
Date Signed Out _____	Due Date _____

This equipment is the property of St. Joan of Arc Catholic Church and therefore must be used for Parish business only. The borrower must agree to the following: *(Please initial below)*

- \_\_\_\_\_ The borrower will be responsible for return of the equipment in like condition as received.
- \_\_\_\_\_ If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to St. Joan of Arc Parish by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
- \_\_\_\_\_ Equipment cannot be loaned or transferred to a third party.
- \_\_\_\_\_ The borrower cannot modify the equipment in any way without written approval from the IT Staff.
- \_\_\_\_\_ The borrower will make the equipment available at any time as requested by the Parish office or IT Staff.

If you have any problems with this equipment, lose it, or have it stolen, please contact the IT Staff (817-8473) or the Parish office (898-5570). DO NOT attempt to fix or alter any hardware as this may void any warranties or service contracts.

I have read the above information and agree to the terms and conditions herein contained.	
Borrower Signature _____	Date Signed _____
Religious Ed / IT Staff _____	Date Signed _____

	√ out initials	√ in initials		√ out initials	√ in initials
<b>Laptop</b>			<b>Projector</b>		
Laptop # _____			Projector # _____		
Power Cable			Power Cord		
Phone Cord			RCA Cable		
Extra Battery			VGA Cable		
Security cable			Security cable		
Wireless Mouse			Carrying case/bag		
Laptop bag			Microphone		
			Remote control		
#1 – Dell Inspiron N4010 / Service Tag #1XHRYP1 (\$1000 value)			#1 – Epson LCD proj H335A/SN# MBQF110147L (\$1000 value)		
#2 – Dell Inspiron N4010 / Service Tag #77NRYP1 (\$1000 value)			#2 – Epson LCD proj H335A/SN# MBQF110148L (\$1000 value)		
#3 – HP 530/Serial #CND822V6MM/H530FFU (\$700 value)			#3 – NEC proj VT/SN# VT491 8800684EK (\$700 value)		
#4 – Dell Inspiron 1501 / Service Tag #4NXXFC1 (\$400 value)			#4 – InFocus proj SN# AHHP40200636 (\$700 value)		

<b>Check In</b>		
All items returned in satisfactory condition? (If No, note problems) _____	Yes	No
_____		
_____		
Date Returned _____	Checked in by _____	