

Carnegie Mellon

Equal Opportunity Services • Whitfield Hall, 143 N. Craig Street, Pittsburgh PA 15213

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<http://hr.web.cmu.edu/current/eos>

Equipment/Software Loan Request Form

I, _____ am taking possession of the following equipment belonging to Carnegie Mellon University:

(Describe item, brand, model, serial number)

which has a replacement cost of \$

I will take reasonable and necessary steps to safeguard this equipment from damage and theft.

If I am borrowing software, the software is for my use only. I will not copy nor distribute to anyone else the above stated software.

If this equipment is damaged or stolen, I will report the relevant facts as soon as possible to my supervisor.

I understand that I must return this equipment as instructed to Carnegie Mellon University premises within twenty-four hours of being asked to do so by my supervisor or Carnegie Mellon University administration.

I understand that I must immediately return this equipment as instructed to Carnegie Mellon University (Equal Opportunity Services) premises in the event that my affiliation at Carnegie Mellon University ends, whether voluntarily or involuntarily.

I agree and hereby give permission to Carnegie Mellon University to deduct from my pay or attach to my tuition balance any amount I owe to Carnegie Mellon University (up to the replacement cost noted above) due to my failure to return this equipment, or not return the equipment in working condition to Carnegie Mellon University as required.

Signature: _____ Date: _____

EOS Staff Signature: _____ Date: _____

This document can be produced in an alternative format. Call 412/268-2012