



EQUIPMENT LOANER AGREEMENT

_____ (Head of Department) _____ (Ministry/Department)
 _____ (Request Date: DD/MM/YY) _____ (Employee Name) _____ (Contact Number)

NOTE: The following agreement between DoIT, the employee and their respective department agrees to participate in the Equipment Loaner Program and adhere to the applicable guidelines and policies. A late fee of \$10.00 per day applies to all late returns.

Primary purpose for requesting the equipment:

(select only one response which best describes the purpose)

- Attending overseas workshop
- Meeting
- Providing presentation / training services
- Other: _____

Equipment Requested:

(check all that apply)

- Laptop: Asset No: _____ Model: _____
Serial Number: _____
- Projector: Asset No: _____ Model: _____
Serial Number: _____

Loaner period from _____ (DD/MM/YY) to _____ (DD/MM/YY) unless unforeseeable conditions require cancellation.

If cancellation is required, the employee is expected to contact DoIT at the first possible opportunity. I certify that I have read and understand the all policies related to the loan of this equipment. I also understand that I may not loan this equipment to a third party at any time.

_____ (Supervision/HOD Signature) _____ (DD/MM/YY)

SIGNED OUT

_____ (Employee Signature) _____ (DD/MM/YY)

_____ (DoIT Representative) _____ (DD/MM/YY)

- ACCESSORIES: Power Cord External Drive RCA/VGA Cable

SIGNED IN

_____ (Employee Signature) _____ (DD/MM/YY)

_____ (DoIT Representative) _____ (DD/MM/YY)

- ACCESSORIES: Power Cord External Drive RCA/VGA Cable