

# Classroom Technology Equipment Student Request Authorization & Request Form

**UWF students** may check out laptop computers and other classroom support equipment from the library for UWF business with faculty approval.

## Faculty Information:

Faculty Name:

Department:

Campus Phone:

E-Mail Address:

## Student Information:

Student Name:

Phone:

E-Mail Address:

## Equipment Information:

Equipment Requested:

Equipment Checkout Date and Time:

Equipment Return Date and Time:

### **Please read the following policies before submitting the request:**

I certify with my signature below, that this student is authorized to pick up this equipment for the time period specified. I agree, that upon return of the equipment, if it is found to be damaged or altered in a way as to affect the further use of the equipment, or in the case that the equipment is not returned for any reason, that the Department or I may be held accountable for repair or replacement costs up to, but not exceeding the replacement cost of the equipment damaged or altered. If any such costs should be charged, adequate documentation of repairing or replacing this equipment will be furnished with appropriate justification for all such charges.

By signing below, you are stating that you agree to the above terms:

Authorized Departmental Signature \_\_\_\_\_

Date