



## Faculty / Adjunct / Staff Computer/Equipment Loan Form

I \_\_\_\_\_ have taken possession of:

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

YC tag number: \_\_\_\_\_

Additional Equipment (e.g. monitors, etc.) \_\_\_\_\_

I understand that I am solely responsible for the condition of issued equipment while it is in my possession.

If the above equipment is not returned to IT, by the date requested, Yavapai College may withhold funds from the employee's paycheck which may include any pay owing for work completed, any sick leave to be paid, or any vacation time accrued. The employee agrees to pay any and all legal and collection costs incurred by the college in collecting pursuant to this agreement. The amount of funds withheld from the employee's paycheck will be for the replacement cost of the equipment not returned.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed forms to: [helpdesk@yc.edu](mailto:helpdesk@yc.edu)