

Staff Laptop/Device Lending Agreement (Returning)

Revision 1.4

Date of last review: August 2024

Returning Your Laptop/Device(s)

- All laptops/devices to be returned in good working order, including original Hardware and Software which was issued with the laptop/device.
- You should ensure the laptop/device is returned fully charged and has been shut down correctly and powered off, laptops/devices should not be returned in standby or hibernation mode.
- The laptop/device should be returned with all accessories originally provided including, but not limited to a charger.
- Inform the receiver of any problems encountered with the laptop/device so these can be logged and repaired/reconfigured for the next user of the laptop/device.

Laptop/Device Details

Laptop/Device Name:

Laptop/Device Make/Model:

Laptop/Device Serial:

Laptop/Device has Battery:

Laptop/Device has Power Lead / Charger:

Admin Staff (Receiver) Name:

Admin Staff (Receiver) Signature:

Date:

I confirm I have read and understand the conditions of loan “Laptop/devices Lending Agreement (Returning)”.

Staff Full Name:

Staff Signature:

Date: