



Extended Off-Campus/Adjunct Computer Request Form

Name of Applicant: _____
 Phone Number: _____ Tech ID: _____

Location where equipment will be used: _____

Purpose/Need: _____

Computer Information: Make _____
 Model _____
 Serial Number(s) _____
 State Asset Tag # _____

Date and Time Return: Each semester, the adjunct must return the equipment for inspection, and this form must be initialed by Campus Technician

Term	Date
Fall	
Spring	
Summer	

*Upon semester return, examination and cleaning of computer will be done. Equipment can be re-imaged if the technician deems it necessary. Do not save your documents and files to the computer if you need them.

*Once the adjunct's teaching term is completed, the equipment should be turned in to the campus tech within 10 days of the end of the semester.

*No software or hardware will be installed or used on this property without proper authorization by the campus technician. Software and hardware unless otherwise noted will be installed by the campus technician.

*Please note that any violation of college computer use policies will result in the computer immediately being returned to the college.

It is the responsibility of the Agency/Organization/Individual to return all equipment used in good condition at the end of assignment.

 Applicant's Signature Date

 Approved By Date