



Information Technology

Student Computer Equipment Request and Checkout Form

SUBJECT: Diné College-owned Computers at Home

- Under certain circumstances, Diné College students may be authorized to take Diné College-owned computer systems home for use in fulfilling their classwork. Students will be required to obtain approval from their faculty instructor for this type of use. Students will be required to complete and sign a Student Computer Request and Equipment Checkout form before taking any equipment from campus.
- All provisions for the use of computer equipment identified in the Diné College policy, Information Technology Policies Manual Section 200.01 **USE OF DINÉ COLLEGE INFORMATION TECHNOLOGY RESOURCES POLICY** will apply.
- The student acknowledges that should any damage, loss or destruction of this equipment occur, it is the responsibility of the student and the student may be required to pay for the replacement of such equipment.
- Students must return equipment upon separation from the College and failure to do so will result in billing for such equipment.

Referral Information

Advisor, Faculty or Coordinator's Name:	Program:
Equipment Requested: Laptop <input type="checkbox"/> Wi-Fi <input type="checkbox"/>	Home Location:

Student's Information

Student Name:	Student ID:
Address:	Phone #:
Pick-up Campus/Center:	

Equipment Information

Computer Name:	
Computer type and ID Tag:	
Mouse:	Wireless Device:
Other:	

Signatures

Referred by:	Date:
Student:	Date:
IT Technician:	Date:

