

# New Equipment

## SECTION 1 – USER DETAILS

(Completed by Andrew – room 264)

Name	
Email address	
Telephone	
Room/Desk Number	
Type of user (PG/Staff/Visitor etc)	
Supervisor/Staff Position	

## SECTION 2 – EQUIPMENT

(Completed by Andrew)

Equipment Type	
Where to be used	
Insurance cover details	

Estimated order date	
Estimated delivery date to user	
Notes	

Signed (AMP):

## SECTION 3 – USER AGREEMENT

I hereby agree to use this equipment solely for the purposes relating to for which it is intended and will ensure its safety at all times. Any damage caused by careless attention or mis-use will be my responsibility. Personal use of the equipment (eg personal phone calls on College provided mobile phones) is forbidden.

If I terminate my employment with the College, I will return this equipment before my employment ends.

Signed (user):

Signed (support):

Date:

Date:

## To be filled in by IT support staff

Username	
Serial/Equipment No	

Completed form to be returned to Matt Hilling (284).