



Fresno Regional Workforce Development Board Laptop Loan Program – Checkout and Liability Agreement

Provider of Service: _____ Check out Date: _____ Return Date: _____

Laptop Make/Model: _____ Serial #: _____ Inventory Tag #: _____

Value: \$1,000 (includes laptop and case)

As a participant of the Fresno Regional Workforce Development Board (FRWDB) Workforce Connection WIOA program, _____ (Provider) has provided you with the loan of a laptop computer identified by the serial number and inventory tag number listed above. In consideration of the right to use this laptop computer you fully agree to and will abide by the following terms and conditions.

1. The checkout period for the laptop will not exceed more than 3 months under this agreement. _____
2. I will use the laptop for approved WIOA activities only and will keep the laptop in my custody and agree not to lend, loan, or otherwise provide it to any other person(s) for any purpose. _____
3. No data will be stored on the laptop's hard drive. All files stored locally will be deleted upon return of the laptop and the FRWDB or Provider is not responsible for any loss of data or any problem arising from the loss of any data. _____
4. I will not use this laptop to violate any state or Federal laws with regards to trademark, copyright, patent, libel, slander, or privacy of electronic data communication. _____
5. I will inform the Provider immediately of any problems, malfunction, damages, and loss or theft of the laptop. _____
6. I will assume all responsibility for any damage, loss or theft of the laptop during the loan period. All cost associated with the loss, theft or damage to the laptop while on loan to me shall be my sole obligation. _____
7. I understand that in the event that the laptop is lost or stolen, I may be charged for the cost of the laptop and could be terminated from the WIOA Workforce Connection program. _____
8. I will return the laptop and all included accessories to the Provider within 48 hours of the return date listed above in the same condition as when it was received on the Checkout Date listed above. Laptops not returned within 48 hours of the agreed upon return date will be considered stolen and the provider will pursue civil action to recover the cost of the laptop. _____
9. In the event I am no longer participating in the program, voluntary or non-voluntary, I will return the laptop within 48 hours of the last day of participation. _____
10. If you need the laptop for a longer period of time than 3 months, you must return the laptop in person to the provider to request an extension. The Provider will exam the Laptop and will approve or deny the request for a loan extension. If the loan extension is approved you will be required to complete a new Checkout and Liability form for the new loan period. _____

I hereby acknowledge the receipt of the above listed property and am aware of the responsibility for its care and return. Furthermore, I authorize the FRWDB to charge me with any liabilities arising under this agreement.

Participant Name: _____ State ID # _____

Signature/Date: _____

Staff Name: _____ Signature/Date: _____

OFFICE USE ONLY			
Return Date:		Staff Signature/Date:	
Note any damage:			