**THE UNIVERSITY OF HONG KONG DEPARTMENT OF MECHANICAL ENGINEERING**

**LOAN FORM FOR COMPUTER & MONITOR TO RESEARCH STAFF/ POSTGRADUATE**

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| Important notes   1. This form is designed for computer & monitor loan to research staff and postgraduate students only. 2. This load record should be updated every two years, otherwise, the privilege to use the items will be revoked. 3. This form should be filed by technician-in-charge (TIC) of the inventory. Upon the return of the borrowed items, TIC should keep a copy and return the original one to the borrower. 4. Technical staff should lock up the computers and monitors after setting up the loan items in offices. 5. The form should be signed by the supervisor of the borrower, if the borrower is **NOT** a newly admitted postgraduate students. Normally, only newly admitted PhD students will be given a new PC. 6. Borrower should report to department immediately if any of the loan item is lost. |

Information of Borrower (to be completed by user)

Name of user: Student/Staff No:

Category of the user (e.g. MPhil, PhD, RA, PDF):

End date of the loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(for contract less than 2years)*

Phone No: Email: (*Only accept HKU Email for students*)

Location of use (e.g.HW2-1, HW2-2, COBLG113, RSC, etc)

Name of Supervisor: Signature of the supervisor: *(see 5.)*

Equipment Information (to be completed by technician-in-charge)

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| --- | --- | --- | --- |
| Date of Collection | Description of the Equipment Item(s) (Make/Model no. /Serial no. etc.) | HKU Inventory No.,  if applicable. | Dept. Inventory No.,  if applicable. |
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Declaration

🞎 I confirm that the information given above is correct.

🞎 I understand that the computer and monitor assigned to me are for research work only.

🞎 I have noted the Policies & Guidelines of HKU ITS in the <http://www.its.hku.hk/about/policies>.

By signing this form, I acknowledge that I have read and understand the terms of using the loaned items.

Signature of the borrower: Date:

Equipment Return Information

The above loaned item has been returned in good/damaged condition.

Signature of the TIC: Date:

Remark (if any):