



TRAVEL LAPTOP – BORROWER RESPONSIBILITY FORM

Name: _____ Email Address: _____ Phone Number: _____

School\Department Affiliation: _____ Cost Center: _____

Date Requested: _____ Return Date: _____

The Office of Export Controls, Research Integrity and Compliance offers faculty and staff the ability to check-out for USF business use loaner laptop computers at no charge as a courtesy to international travelers.

By signing the agreement below, you the “Borrower” agree to and are bound by the following terms and conditions:

- I acknowledge that the loan of this laptop includes the laptop and the power supply. I have verified that these items are included at the time of loan. I agree to retain effective control over the equipment while abroad by retaining physical possession of the item or storing the item in a secure environment, such as a hotel safe.
- I acknowledge that I am fully responsible for the laptop and any peripheral devices once borrowed. Should the laptop and/or any peripheral devices be damaged, lost, or stolen, I agree that the Office of Export Controls is authorized to charge the above Department and Cost Center for the repair or replacement of the laptop and/or any peripheral devices in an amount not to exceed \$1,000.
- Various countries have laws specific to that country. I acknowledge that I am responsible for complying with the international laws of the country to which I am traveling.
- I acknowledge that files saved to the laptop’s hard disk will be erased once it is returned. I understand that the Office of Export Controls is not responsible for any lost files, or any loss or damage of any kind resulting therefrom and I am responsible for compliance with all information security and Florida Public record requirements.
- I acknowledge that configuration and use of the laptop with any external peripheral equipment is my responsibility.

Date

Borrower’s Signature

Authorized signature of Department or School if Borrower is not authorized to approve.

Date

Department/School appropriate signature

Print Name