

Loaner iPad Checklist

Office loaning iPad \_\_\_\_\_

Date borrowed \_\_\_\_\_ Estimated return date \_\_\_\_\_

User name \_\_\_\_\_ User Cost Center \_\_\_\_\_

G-Number \_\_\_\_\_ Model # \_\_\_\_\_ Serial # \_\_\_\_\_

These numbers can all be found in settings under General/About

Accessories

Clam Case

Charging Cable for Clam Case

Other \_\_\_\_\_

Otterbox

Latch Kit/Carry Strap

Other \_\_\_\_\_

Lightning Cable/AC Adapter

Car Charger

Carry Case

Special Notes:

Note: This is a loaner iPad that is being provided by the above office and will be assigned to the borrower on a temporary basis. It is to be returned to the above office when the assigned user is done using it. By being the assigned user of this loaner iPad, you will be responsible for taking care of and keeping track of this device and the included accessories. It is expected that this unit and accessories will be returned to the above office in the condition in which it was loaned out. The user is also expected to review and understand the following Policies and Procedures.

030.02, 030.06, 030.09, 030.11, 030.12, 030.13

Borrower's Signature \_\_\_\_\_

Authorized by: \_\_\_\_\_

To be filled out when iPad is returned

Date returned \_\_\_\_\_

Is iPad clean and in its bag with the above listed items that it was loaned out with? \_\_\_\_\_

Inspected and received by: \_\_\_\_\_

Notes: