

## Student Laptop Authorization Form

Directions: Bring this completed form to the Technology Services Help Desk in Beatty Hall, Room 320.  
Technology Services cannot release computer equipment without a completed authorization form.

### TO BE COMPLETED BY THE STUDENT

Printed Name: \_\_\_\_\_ Email: \_\_\_\_\_  
W #: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

### TO BE COMPLETED BY TECHNOLOGY SERVICES FINANCIAL MANAGERS

<b>Major:</b> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Fifth Year Program <input type="checkbox"/> Graduate Student <input type="checkbox"/> User is authorized to receive a laptop per Wentworth's Laptop Program. <input type="checkbox"/> YES <input type="checkbox"/> NO Fee Applied by Technology Services: YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Tech Services Approval/Stamp Area:</b>	<b>Financial Manager Approval</b> PRINTED NAME:  SIGNATURE:  DATE:
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### TO BE COMPLETED BY THE TECHNOLOGY SERVICES HELP DESK

NEW <input type="checkbox"/>	OLD WIT TAG:		<b>LAPTOP FEES AND DEDUCTIBLES TO BE APPLIED TO ACCOUNT</b>	<b>Lost/Stolen Laptop Fee To Be Applied:</b>
EXCHANGE <input type="checkbox"/>	NEW WIT TAG:		Accidental Damage Deductible of \$250 <input type="checkbox"/>	First time fee: \$750 YES <input type="checkbox"/> NO <input type="checkbox"/>
RETURN <input type="checkbox"/>	MAC <input type="checkbox"/>	Ticket #	<b>BROKEN / MISSING PARTS AT RETURN</b>	Second+ time fee: \$2,500 YES <input type="checkbox"/> NO <input type="checkbox"/>
PLACE STUDENT'S WENTWORTH ID HERE TO PHOTOCOPY			Missing Asset Tag (\$25)..... <input type="checkbox"/>	(A copy of the Police Report must be attached to form)  <b>TS Supervisor Approval</b> PRINTED NAME:  SIGNATURE:  DATE:
			Missing Battery (\$150)..... <input type="checkbox"/>	
			Missing Charger (\$100)..... <input type="checkbox"/>	
			Missing RAM (\$100 per chip)..... <input type="checkbox"/>	
			Cracked LCD Display (\$500)..... <input type="checkbox"/>	
			Severe Case Damage (\$500)..... <input type="checkbox"/>	
			Other (List details): _____ <input type="checkbox"/>	
			_____ Charge: _____ <input type="checkbox"/>	
			Total Fee to be Applied: _____	

### TO BE COMPLETED AT THE TIME OF DEPLOYMENT / RETURN OF EQUIPMENT

Signing this form acknowledges acceptance or return of all transactions/equipment listed on this page and to the right. You are also acknowledging acceptance of any possible deductible fee incurred for physical damage, lost or stolen laptop. If any fee is left unpaid, WIT reserves the right to refer the account to an outside collection agency.			
	<b>EQUIPMENT</b>	<b>IN</b>	<b>OUT</b>
	Laptop		
	Charger		
	Laptop Bag		
	Ethernet Cable		
	Display Adapter		
	Additional Items (list below):		
<b>User's Signature and Date</b> Signature: _____ Date: _____			
<b>Technology Services Representative</b> Printed Name: _____ Signature: _____			