

SUNY SCHENECTADY

Spring 2022 Laptop Loan Request

Name: _____

Student ID number: _____

Phone: _____

SUNY Email address: _____

Personal Email address: _____

SUNY Schenectady Computer Barcode:

Laptop Serial Number (located on back of laptop):

SUNY Schenectady Charger/Power cord Barcode (found on junction box of charger):

Lenovo 300 _____

Lenovo E14 _____

I understand that I am expected to return this laptop in good condition by Friday, May 20, 2022, to the Office of Student Affairs. If the laptop is not returned in good working order or is not returned at all, my grades and transcript will be held and the cost of the laptop will be owed to the College. The cost of the laptop will be up to \$900.00 depending on the type of laptop received. If the cost of the laptop is not paid within 30 days, it will be sent to a collection agency for recovery of expenses. If I register for the Summer 2022 Semester and would like to continue to borrow the laptop, I will visit the Office of Student Affairs in Elston 222 to request a continuation of the loan. I understand that I am expected to sign a new agreement for the Summer 2022 session. If I have any questions I will call 518-381-1344.

Signature: _____

Date: _____

Office Use Only

Check out	Date	Initial
Check in	Date	Initial
Received	Date	Initial